

H2.45

3 of 3

Jan. - Nov. 1944

67/14
C

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

January 11, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

MINUTES

Those present:

Mr. Maeyama
Mr. T. Nakamoto
Dr. J. Simpson
Miss L. Gottfried
Mr. Imai
Dr. O. Hoffman
Mr. C. Pratt
Mrs. Hashiguchi
Dr. G.D.C. Thompson

Mr. R. Bankson
Mrs. E. Sara
Mrs. T. Sasaki
Mr. L. G. Noble
Miss S. Hikoyeda
Mr. C. Shimamoto
Mr. R. Hoof
Miss W. McCaffery

Mr. H. Fujita
Miss W. Robertson
Mr. D. B. Nuttall
Mr. Adachi
Dr. C. Ochikubo
Mr. W. Honderich
Miss A. Kajiwara
Mr. R. P. Sanford

The meeting was called to order at 11:30 a.m. by Mr. Sanford.

Dr. Simpson introduced Dr. G. D. Carlisle Thompson who is the surgeon general of the WRA. He is to talk to us about the health situation during wartime.

There is a conflict with the idea that the health program is a part of Community Services. The criticism is that the education section, welfare section, internal security section have nothing to do with health at all. These are the least important to health. The operation section has more to do with it because it deals with sewerage, water supply etc.

The hospital section should be called the health section because it deals with all phases of health and not simply with the hospital alone.

To start off with I would like to mention some of the trials and problems that we have gone through. It is hard to correct mistakes after they have gone on for awhile. At the beginning, I was asked to prepare the budget of the hospital of the health service of relocation Centers. No one told me about how many or for how many. Naturally I did not know how I should go about it. The engineering department underwent the same trouble. So when the time came, we had to have two extremes with certain provisions. The first hospital was built without plans. One camp hospital was built for 10,000 but 20,000 came, consequently, changes had to be made.

Divisional Staff Conf.
Page 2

All of the hospitals were built so that plans could be changed and additions made easily. Some of the delays were because of the unavailability of materials because of priorities. As a result of the lack of information, the Granada and Minidoka hospitals were built the same size.

Another thing was that of personnel during the early stages. We could not decide how we should operate. The main issue was if the Japanese doctor should be the head of the hospital. In the assembly centers the Japanese was more or less the head. There was no Caucasian doctor at the hospital. Every so often a Caucasian would visit the hospital and see how things were running.

Another problem was that of the shortage of personnel. There were very few nurses and doctors and an abundance of dentists and pharmacists. The geographic distribution was very uneven, so many of them were asked to go where they were needed. There was not a single case where a physician refused to go.

For a time Santa Anita Assembly Center had 5 doctors for 17 thousand people. The Pomona Center had 4 doctors to 9 thousand people, but that was adjusted during evacuation. The doctors and nurses cooperated fully.

In the evacuation three things were guaranteed: food, shelter, and medical care. Those are the obligations of the government. The health of the community is only an activity of the WRA. They cannot be permitted to do things other than what they are responsible for.

A hospital in peace time makes no point to treat patients regardless of race or color. All kinds of people come and go through a hospital. We have tried to maintain that philosophy here but it has not been very successful. The Japanese are more at fault than the appointive staff. Somebody had the idea that the hospital was made for the Japanese people alone. That is not the case; it is a government facility. It has been hard to keep the racial factor out. The Japanese have not been cooperating with the Caucasian staff as highly as they should have been. They think of themselves, not as nurses and doctors, but as Japanese. Such things have to be overcome for the patient suffers more than anyone else. We had to use what Japanese doctors we had and supplement them with a Caucasian staff without regard to race but to need.

Divisional Staff Conf.
Page 3.

When a few nurses decided to relocate no fuss was made, but when a doctor decided to leave, the camp started to go in an uproar. A doctor is no good unless he has a staff to back him up.

In peace time the hospital had a lot of supplies, but because of wartime control supplies are not available. We have, though, secured equipment that private hospitals have not been able to get. We may think that we were put in here so we should get the best of care. We are getting more than the average hospital on the outside so we should be satisfied.

This Center has been very liberal. More patients have been treated outside of these hospital facilities than other Centers.

The trouble with most people is that they have not been outside within the past two years and they do not know what the conditions are outside. People on the outside are not able to get medical care even if they have the money to pay for it. In these Centers, the people think that they should get the best of care. There is no limitation to these services because they are free.

In one camp 30 percent of the population had their eyes refracted in three months. 10 percent of the population had glasses prescribed. No normal community has such a high percentage. We are taking advantage of the fact that services are free.

The Caucasian nurses here were criticized because they were a little rusty. Even if the resident nurses were so, nothing was said.

The problems of the hospital should not be let out to the lay people because the lay people make more out of the problem than should be made. The effect is that the patients suffer more than the staff.

Relocation is gradually taking many of the resident staff, but the number of patients is increasing every day.

In the health section we have control of personnel. If a doctor is ordered to go someplace, he must go. Such control, however, is not effective of the Japanese people because they are not subject to the draft, but for their own good it is advised that they do as they are told.

Divisional Staff Cpnf.
Page 4.

The following rules adhere to the medical care of the appointive staff.

1. The appointive staff should seek medical care outside of possible.
2. Nobody who needs medical care will go without it, and the amount of care received will be the same as that of the evacuee.

Mr. Sanford stated on the 28th of this month we will have a President's Birthday Ball.

Miss Gottfried will be with us this next week.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Shizu Ishimaru

*Nothing here in # of J.M.D.S. or #D.D.S.
also Tapaz Hospital worse of all centers
in regards to record. Etc.*

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

January 18, 1944

Those present:

Mr. Imai	Mr. T. Lewis	Miss W. Robertson
Mrs. E. Sera	Mr. R. P. Sanford	Dr. J. A. Simpson
Miss S. Hikoyeda	Mr. Maeyama	Miss Y. Morioka
Dr. L. Bane	Mr. W. Honderich	Mr. R. Roof
Mr. H. Fujita	Mr. H. Russell	Mr. Adachi
Miss P. Ayers	Miss A. Altvater	Miss Kawaguchi
Mr. D. B. Nuttall	Mr. Hamada	

The meeting was opened by Mr. Sanford at 11:30 a.m.

Dr. Simpson introduced Miss Leonore Gottfried, medical social worker, who is to speak about her work.

Social work is still a fairly young undertaking since the beginning of man. At the beginning of the century it was taken over by the ladies in the upper brackets, who had a lot of time on their hands and the word charity has been used in a way that now it is used for social agencies alone.

Medical social work is different from other professions in that it takes in sociology, law, medicine and psychiatry. The most recent development is in the field of psychiatric medicine wherein the relation between physical illness and emotional behavior is studied.

Because the depression lowered the incomes of many people, there was a need of assistance with social problems. Such conditions brought about better medical care than ever before. Such bureaus as maternity and child health bureaus were established. Right now maternity services are trying to be gotten for the wives of service men. In some areas the venereal disease program is being studied. Experiments have been started in many localities to see how the emotional problem is related with venereal disease. Also, how congested areas of war plants effect the disease.

Medical social work is different because he has to work in a team with the physician, patient and others who are involved. All social workers must have some knowledge of illness; In the hospital he must know a good deal more.

The medical social worker sends reports to the Community Welfare Section regarding individuals who apply for public assistance

Divisional Staff Conf.
Page 2.

grants. Sometimes reports are sent to the placement office for a recommendation of employability and occasionally reports are sent to the timekeepers.

Here, in the center, the medical social worker's job has been connected with cases of mental illness more than any other type of illness. That is not so with the medical social worker on the outside.

Miss Gottfried gave some examples of cases in which problems were solved by looking up the backgrounds of persons. Assistance is also given to those who have fear because of some physical condition. Another service at the hospital is that there is one worker who finds the reading interests of the patients and goes to the library and picks out books that will appeal to the patient. Another development that we hoped to develop was that of recreational and occupational therapy, but due to the lack of funds, such activities could not be developed.

Something should be done with the aged men at the hospital. They haven't much to do and so they sleep most of the day. They are a strain to the already overburdened staff.

Mr. Sanford stated that at the Planning Board, a practical plan for a home for the aged is being developed. Negotiations are being made with the housing division to allocate space for that purpose.

Miss Gottfried stated that she was going to Kansas City and work at a dispensary, which is a unit of the hospital. She is going to be the supervisor of the Medical Social Service there.

Miss McCaffery, who is the chairman of the President's Ball, reported on the developments so far. The committees have already been chosen and an orchestra from Delta is coming. The charge is to be \$.55 a couple. 100 couples from Delta and the vicinity are expected. Miss McCaffery pointed out that part of the funds that are raised will be given over to the hospital.

Miss Michiko Okamoto reported on the progress of the Topaz Community conference. She said that this conference committee is being called the Topaz Conference Committee Composed of Various Organizations. Since the National Y is being responsible for all of the expenses of the speakers, there is no question regarding finances.

Divisional Staff Conf.
Page 3.

Since

Miss Anderson is only stopping in Salt Lake long enough to make her appearance there, her manager stated that she will not be able to come here to Topaz.

The theme for the conference will be "Adventure into a New World Pattern".

The topics to be discussed are: 1) Assimilation, 2) Social aspects of religion, 3) Leadership training in camp as well as on the outside, 4) Minority problems of other people.

Mr. Sanford stated that Washington has cut down the number of people that can be admitted into the auditorium at one time, therefore, some arrangement must be made to have tickets for this conference.

Since there were no announcements, the meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Shizu Ishimaru

Points brought out at the Community Management Divisional Staff Meeting on January 25, 1944.

1. The possibility of using Rec. 4 as a USO Center.
 2. Mr. Lewis protests about the carrier moving over to the Gate House.
 3. The possibility of getting a CCC Building for the Internal Security as originally planned.
 4. The possibility of moving Mr. Cornwall's office to the Relocation Office. If the relocation office were located in the Administrative Building, there would be too much traffic. The Leave Office could be moved somewhere else.
 5. Welfare, Statistics, and Relocation offices should be grouped together.
- The
6. /Community Management office should be moved somewhere to the Center of the Project.

Points brought out at the Community Management Divisional Staff Meeting on January 25, 1944.

1. The possibility of using Rec. 4 as a USO Center.
2. Mr. Lewis protests about the carrier moving over to the Gate House.
3. The possibility of getting a CCC Building for the Internal Security as originally planned.
4. The possibility of moving Mr. Cornwall's office to the Relocation Office. If the relocation office were located in the Administrative Building, there would be too much traffic. The Leave Office could be moved somewhere else.
5. Welfare, Statistics, and Relocation offices should be grouped together.
6. The
Community Management office should be moved somewhere to the center of the Project.

Points brought out at the Community Management Divisional Staff Meeting on January 25, 1944.

1. The possibility of using Rec. 4 as a USO Center.
 2. Mr. Lewis protests about the carrier moving over to the Gate House.
 3. The possibility of getting a CCC Building for the Internal Security as originally planned.
 4. The possibility of moving Mr. Cornwall's office to the Relocation Office. If the relocation office were located in the Administrative Building, there would be too much traffic. The Leave Office could be moved somewhere else.
 5. Welfare, Statistics, and Relocation offices should be grouped together.
- The
6. Community Management office should be moved somewhere to the center of the Project.

R.P.S.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

January 25, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

Those present:

Mr. H. Russell	Miss P. Ayers	Mr. C. Pratt
Mr. M. Itow	Miss T. Sasaki	Mr. T. Lewis
Miss M. Okamoto	Miss M. McCaffery	Mr. Adachi
Mr. R. P. Sanford		

The meeting was opened at 11:35 a.m. by Mr. Sanford.

Mr. Sanford explained since they were having a meeting of the President's Birthday Ball Committee at this hour, that accounts for the low attendance at this meeting.

Mr. Sanford called upon Mr. Pratt to make his presentation.

Mr. Pratt said that he was going ahead with the family discussions on the 31st of January. The first group was interviewed and we have gotten wonderful cooperation from everyone. Of the 96 that were scheduled to be interviewed, 87 responded. For this next group, the teams will be enlarged. We have added to our staff Miss Priscilla ^{Ayers} who is very qualified because of her experience in social work.

From this first group of people interviewed, it was found that there were four distinct groups.

1. 4 families have plans of relocating right away.
2. 12 families have plans of relocating at a later date.
3. 29 families intend to relocate.
4. 41 families have no intention of relocating at all.

Some of the reasons why a family didn't want to relocate was because they had property back home and their intentions were to return to California as soon as possible; some had been in employment with the same family for such a long time that they felt confident that they would be reemployed as soon as the time came for them to return to California; some had businesses; some

were unable to relocate because the relocatee in the family happened to be in the army and so the family had no source of going out.

Mr. Pratt stated that he would be able to give more detailed information at a later date.

Mr. Sanford said that Mr. Pratt and his staff must have as much cooperation from everyone as possible because of the shortage of personnel in all sections.

The question of how the names were picked was asked. Mr. Pratt said that the names were picked alphabetically and not at random. If someone in a family happened to be a relocatee, his family's name was chosen. In that way we would be starting from a known quantity and it was assumed that the family would relocate if the factors were favorable. The questions that were asked were not inquiries that would require a specific answer, but questions of a general nature.

Miss Robertson read for Mr. Sanford the following memos and notices:

- a. Mr. Hughes' letter of thanks to staff members in preparing the budget.
- b. Fourth War Bond Drive.
- c. Application for leave.
- d. Relocation Division Liaison.
- e. Services and Hospitality that can be offered to visiting soldiers.

Mr. Sanford stated that since so many soldiers are here on furlough, we should try to extend as many courtesies as possible. He suggested that a USO be formed at some Rec. Hall. It was stated by Miss Okamoto that such a plan has been under consideration. Since Rec 4 is now the headquarters for the YWCA, there might be a possibility of having it there.

Miss McCaffery stated that plans for the President's Birthday Ball are moving along smoothly. Plans are to have a 5 piece orchestra from Delta.

Miss Michiko Okamoto stated the progress of the Topaz Community Conference. So far, two of the speakers that are coming are Mr. John Embree, Head, Community Analyst and Miss Esther

Divisional Staff Conf.
Page 3.

Breismiester , Secretary for Japanese Project, Denver YWCA. There will be a charge of 10¢ for each person. If the WRA has the speakers as guests of the WRA, then no fee will be charged.

Mr. Henry Fujita of the CAS was introduced as being one of the representatives of the Council. Next week Mr. Kondo and Mr. Hashiguchi of the Community Council will be introduced.

Mr. Sanford read memos from Mr. Hughes, Mr. Lafabregue, and Mr. Bell regarding the remodeling of the Administration building and showed everyone the new plans for the building. He stated that if there were any suggestions or disapprovals regarding the changes, now would be the time to state them.

The following are some of the things brought up:

1. Mr. Lewis protested the moving of the Carrier Service to the Gate House.
2. Mr. Lewis suggested that the Internal Security Office be moved to somewhere near the Center of the Project.
3. Originally Washington had planned a CCC building for the Internal Security, but nothing has been done about it.
4. ~~Since~~ all of the Community Management offices are being moved outside of the Administration Building, Mr. Sanford stated that he would like to move his office to the center of the Project.
5. If the Relocation Office were moved to the Administration Building, the traffic would be so great that there would be too much confusion in the building. Mr. Cornwall's office could be moved to the present Relocation office and the Leave Office could be moved elsewhere.
6. There is need of the Relocation Section being near the Welfare, & Statistic Section.
7. Miss Ayers suggested that the filing system be centralized.

The question of how the clerical workers for the stenographic pool were to be employed was brought out. As yet nothing definite has been planned. This steno pool will be a very good place for the training of persons, who have had some typing. ~~Since all of the sections of the Community Management Division have requisitioned for Ediphone equipment, the girls will not have to know shorthand to use it.~~

Since there was no other business, the meeting was adjourned.

Respectfully submitted,
S. Ishimaru

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

R.P.S.

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

February 1, 1944
11:30 AM

AGENDA

1. Introduction of Mr. Henry Fujita
Mr. Harry Konda
Mr. Tadashi Hashiguchi
2. Reading of Minutes of Previous Meeting
3. The Number of Resident Workers Each Section has in
Relationship to Temporary Needs of Welfare Counselling.

- Mr. Claud Pratt
4. Other Items of Business:
 - a. Book lists
 - b. Ideas and Suggestions About Coming Events
 - c. Notification of Mr. Owen of Any Accident
Hazards Observed
 - d. Advance Approval for Compensatory Time and Leave
5. A Portional Tour of the Hospital
6. Adjournment

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

February 1, 1944

M I N U T E S

Those present:

Mr. Pratt	Miss T. Koba	Mr. T. Nakamoto
Mr. H. Russell	Miss M. McCaffery	Miss A. Altvater
Mr. R. Roof	Mr. D. B. Nuttall	Mr. G. Adachi
Mr. Nakayama	Mr. L. G. Noble	Mr. W. J. Campbell
Dr. Simpson	Mr. M. Nakamoto	Mr. H. Fujita
Mrs. T. Yoshida	Miss P. Ayers	Mr. T. Lewis
Miss M. Okamoto	Dr. O. F. Hoffman	Mr. Hamada
Mr. H. Konda	Mr. R. P. Sanford	

The meeting was opened at 11:30 a.m. by Mr. Sanford at the Nurses' Quarters Classroom at the Hospital.

The minutes of the previous meeting were read by Mr. Noble and were approved as read.

Mr. Campbell stated that the Personnel Section would send out to each section, a list containing the Washington allocation and to keep each section informed of changes in personnel and the total number of personnel in the division. This sheet will be sent out each week.

He stated that those that have had to make cuts should have done so by the 1st of February.

In the Community Management Division it has been customary to route changes in personnel over to the division chief and then to the personnel office. This system takes approximately 4 days. If it meets with everyone's approval, we would like to send it directly to the Placement Office. This will speed things up considerably.

The motion was made, seconded and approved that changes in personnel be routed directly to Mr. Campbell's office.

Mr. Campbell mentioned that this cutting in personnel will create a false group of unemployed. It will mean that only

Divisional Staff Conference
Page 2.

the head of the family will be able to work.

Mr. Pratt asserted that he was faced with a problem. He asked for more help in his section because the family discussions have started again, but he has been asked to solve that problem within his division.

Mr. Sanford stated that he has gotten authorization to get into touch with all of the sections to give clerical help whenever possible.

Mr. Pratt said that clerical help isn't the main difficulty that we have. The most difficult part is in getting the resident staff to team with the appointive staff. Many have turned us down because they claim that such a program conflicts with their program.

Miss Altvater stated that a lot of the processing can be done by the advanced typing class, so she is making arrangements with them.

Miss Ayers stated that the purpose of these interviews was not only to help Washington, but mainly to help the resident. It gives a list of resources that is most helpful to the person being interviewed. She stated that when the resident is first interviewed he seems to be rather doubtful and indifferent, but as time goes on, he acquires confidence in the interviewer and before you know it, he is thanking the interviewer for his help. It would be a great help if everyone would circulate to the residents the fact that his interviewing is of valuable information.

Dr. Simpson stated that he has found a lot of old people taking jobs and after a short while they would quit because "they just got tired". He suggested that it would be a good idea to require a physical examination before getting a job and to show that one is able to undertake the job.

Mr. Campbell stated that since physical examinations are required on most jobs outside, it would be a good thing to have here too. That would mean only 1/3 of those employed would have to be examined since 2/3 of the people work in mess halls and they have already been examined.

Divisional Staff Conference
Page 3.

Mr. Hamada stated that the situation is that many people over 65 do not want to work, but they are more or less forced to work. They would like to get PA grants but they have not been getting they payments as desired.

Miss Ayers stated that Public Assistance grants are not given on the basis of age, but on need and previous work records. We should all acquaint ourselves with the laws of the country. These laws are not laws of the project, but laws of the nation. This information should be put in the public library so that everyone can read them and know them well.

Mr. Henry Fujita and Mr. Harry Konda of the Community Council were introduced. The third member, Mr. Hashiguchi was not present.

Captain Nakayama of the Internal Security was also introduced.

Mr. Sanford thanked everyone for sending in the book list. He explained that the idea was to get a list of books which you were willing to lend out. A copy could be sent to each section. In case anyone desired to have access to the book, he would know just where to go.

If anyone has any ideas or suggestions regarding coming events, Mr. Sanford suggested that the ideas be channeled through his desk to Mr. Tats Nakamoto.

If anyone should notice any accident hazards, Mr. Owens should be notified.

Anyone wanting to take compensatory time or leave should have the application approved in advance. Hereafter, it will not be signed by the division chief if it comes in late.

Since time was short Mr. Sanford suggested that the tour of the hospital be postponed till next week.

Mr. Sanford expressed his appreciation in behalf of the Community Management Division for the co-operation that everyone at the hospital gave in the helping out of the President's Birthday Ball. He stated that Mrs. Bliss thought that it was the best ball the people had attended in Millard County.

Divisional Staff Conference
Page 4.

Mr. Sanford stated that any suggestions or improvements for next year's ball will be greatly appreciated. They should be sent to Mr. Nakamoto of the CAS.

Miss McCaffery said that the cans for the March of Dimes will be taken up and a meeting with Mrs. Bliss will be held to see what the outcome is.

The chairman explained the changes in the remodeling of the Administration building and asked for any suggestions regarding the proposed changes.

It was stated that the annex of the administration building was not serving as good a purpose as it could be. It was suggested that the annex be used for additional office space.

It was pointed out that other projects have enlarged the Administration building.

Another suggestion that was made was to have a space or a desk allocated for those who have offices outside of the Administration building. Very often there are a few minutes before or after a meeting in which persons can work. There also should be a folder or a mail box for each individual using that desk so that he can leave his belongings and claim them later.

It was pointed out that it be best if the Community Management office remain in the Administration building to serve as a liaison between the various divisions.

Mr. Tats Nakamoto announced that the Deserteers are sponsoring a Valentine's dance on the 12th of February, which will fit in with the conference that is coming up.

Miss Okamoto of the Topaz Conference Committee reported that they are working on the details. Sunday night has been left open so that the appointive staff can invite the visitors to dinner.

Mr. Nuttall stated that the bleachers will seat about 6 to 7 hundred people. The bleachers will remain permanently in the auditorium, but can be taken down if necessary.

It was moved seconded and approved that the secretary of the

Divisional Staff Conference
Page 5.

division express the sympathies of the staff to Mr. Stingley by writing a note to him.

The next meeting of the staff will be held at the hospital again, and the hospital will be toured.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

S. Ishimaru

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

February 8, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

Those present:

Mr. Pratt	Miss Y. Morioka	Mr. H. Konda
Dr. J.A. Simpson	Miss P. Ayers	Mr. R. Roof
Mr. H. Russell	Mr. L. G. Noble	Mr. Hamada
Mr. Oto	Mr. W. Honderich	Miss A. Altvater
Dr. L. Bane	Mr. D. Stingley	Mr. G. Adachi
Miss W. Robertson	Mr. M. Nakamoto	Miss M. Okamoto
Mrs. T. Sasaki	Mr. H. Fujita	Mr. D. B. Nuttall
Mr. R. P. Sanford		

The meeting was opened at the Nurses' Quarters Classroom at 11:30 a.m. by Mr. Sanford.

Miss Morioka was called upon to speak upon the Topaz Community Conference. She stated that since she had not attended the last meeting, she was not too familiar with the details. With the help of Miss Okamoto, she reviewed the program of the conference.

Miss Morioka stated that the YWCA building will be dedicated on Friday. At a meeting with Mr. McClean, a representative of the USO for the Western States, it was decided that the YWCA sponsor the USO. Application for membership has been applied for and will function as any other USO.

Mr. Nuttall brought out the fact that the high school has decided to admit all service men and their partners to all high school sponsored programs free of charge.

It was suggested by Mr. Sanford that all other organizations follow the same plan.

The minutes of the previous meeting were read by Mr. Noble and approved as read.

Mr. Sanford passed out a memo to all the section heads regarding inservice training and asked that they reply to Dr. Bane as soon as possible. The Weekly Labor Report was also passed out.

Community Management
Divisional Staff Conference
Page 2

It was brought out that there be more supervised work, because so many people are relocating. There has to be someone that can take her place as soon as she leaves. Possibly it could be worked out on a part time basis. Dr. Bane stated that that would hardly be probable, because Washington is only interested in training people for outside jobs. We are waiting for word from Washington in regards to the employing of people for in-service training.

Miss McCaffery reported on the results of the Presidents Birthday Ball. The total that was taken in was \$220.20. \$158.45 is being retained for the hospital.

Mr. Sanford stated that he is leaving for Chicago soon so he has asked Mr. Honderich to take his place while he is gone.

He requested that Mr. Honderich, Mr. Pratt, and Mr. Noble formulate plans for the staff conference to be held this coming week.

Mr. Sanford stated that he has given instruction to all sections pertaining to timekeeping. He suggested that each worker fill in his own time. He stated that the wage scale is not fair, but the point is that sloppy timekeeping is devastating to morale.

The meeting was adjourned at 12:15 and the hospital was toured.

Respectfully submitted,

S. Ishimaru

RPS

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

February 15, 1944

Those present:

Mr. C. Carter	Mr. E. Sekerak	Dr. J. A. Simpson
Miss A. Altvater	Mr. H. Konda	Dr. O. Hoffman
Mr. L. G. Noble	Miss P. Ayers	Mrs. T. Sasaki
Mr. D. B. Nuttall	Mr. T. Nakamoto	Mr. W. Honderich
Mr. C. Pratt	Mrs. Kawaguchi	Mr. Fistere
Mr. Fishler	Dr. Webber	Mr. H. Fujita
Mr. Adams		

Mr. Honderich opened the meeting at 11:30 a.m. saying that this was the opportunity for the people in Community Management to discuss with the relocation team any basic problems which need discussing.

It was brought out that we should look into the reasons why people come back to camp, but Mr. Carter stated that since the number that do return is so small we should forget it. We should think entirely of going out.

Mr. Fistere stated that we base too much on rumors, but there isn't anything that can be done to stop rumors from coming in. Mr. Carter stated that the Administration should not try to cover up rumors. They should get in touch with the person himself and straighten those things out. We should get more success stories. We should approach relocation in a positive manner.

It is being said by some people in camps that the atrocity stories were published to help arouse the people and put over the 4th War Bond Drive, and that because of these stories the people on the outside have become aroused so it is no longer safe for the Issei to relocate.

Mr. Fistere pointed out that the people outside do not distinguish between issei and nisei.

Divisional Staff Conference
Page 2.

Miss Ayers stated that fear of discrimination is a small factor among the issei. Although there were 24 such families in the family discussions, fear was not the only reason. It was linked with many other causes.

Miss Altvater reported of a case where a women went back to California to see her sick hunband. She stated that she would never return to California even if she were given the chance to go. There are probably many people that feel the same.

It was suggested by Miss Altvater that pamphlets on fair play be distributed more widely. Such information has a lot to do with public opinion.

Mr. Noble stated that we might as well be realistic about this problem of relocation. We are not going to be able to relocate all of the old people and some of the children. Many feel that they have all the right in the world to stay here. Relocation of the issei is just a dream.

Mr. Fistere stated that they have to get that attitude out of their minds. They can't go on having a defeatist attitude the rest of their lives. One of these days they will have to go out. The Indian reservations have been a failure, and we don't want the same injury to happen to the Japanese.

Miss Ayers stated that the prime factor is the fear of the ability of earning a living. The fact is, it can be done. Of course you cannot think in terms of making a fortune, but you can make a go of it.

Mr. Konda stated that the issei are not in a position to start all over again. One of these days they will have to go out somewhere. It is going to be just as hard for them then as it is now. They are just too old to start over again.

Mr. Pratt stated that most of the issei are 50 or over. There should be some assurance that the old will be able to get old age benefits. Miss Ayers stated that public assistance grants are available to the people, but most of the people do not know it. Mr. Honderich brought out the fact that as far as the general understanding with the people in Topaz is concerned, promises of public assistance by outside agencies are still just promises. They are not aware of actual cases where assistance has been granted.

Divisional Staff Conference
Page 3.

Mr. Konda stated that relocation is purely an individual basic problem. Each one has his set of problems. Miss Ayers then stated that we are trying to solve those problems by having the family discussions.

Mr. Fistere pointed out that more nisei are working at their professions than ever before. Even though the nisei had degrees from this college and that college, he was unable to get a job in his field. Now, they are going into their desired field.

What is the WRA doing in the way of informing people of rural opportunities?

Mr. Fistere stated that the only way of getting real facts is by going out yourself and working. It is recommended that the people go out first on seasonal work and get to know the place, then, if they feel that they are able to make a go of it they can go out on indefinite leave.

People in rural areas are very conservative in their ideas. If only a few persons went out and made a good reputation, the country people would accept you gladly, but if a large group went out at once, the people in that area would resent you. That is just human nature.

The FSA has agreed with the WRA to treat the Japanese as any other applicant for farm loans.

It was suggested that since there is a food shortage, why can't the government start a project so that it will be able to use the issei and nisei to help raise sufficient food? Mr. Fistere stated that such a project would probably not be approved by Congress.

Relocation for the people left here is going to be a very difficult undertaking, since those that wanted to go out have already done so. The ones that are left are those that can't or hesitate to go out.

The parents must think of the future of their children. Staying in here would be very detrimental to the minds of children.

We should use every technique that we can think of to persuade the people in here to relocate.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

S. Ishimaru

Sanford

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

February 22, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

Those present:

Mr. H. Konda	Miss P. Ayers	Mr. T. Lewis
Miss S. Hokoyeda	Miss Y. Morioka	Mrs. T. Sasaki
Mr. H. Fujita	Mr. W. Honderich	Mr. Hamada
Mr. C. Pratt	Mr. T. Nakamoto	Dr. L. Bane
Miss McCaffery	Dr. Simpson	Mr. K. Tanaka

The meeting was opened at 11:35 a.m. by Mr. Honderich.

Because Mr. Carter was ill, he was not able to attend this meeting. In his place Mr. Kiyoshi Tanaka was asked to come.

The chairman asked if Welfare had anything to say regarding the selective service. Mr. Hamada said that since the selective service office was transferred, they don't have too much to do with it. Several people have come to the office asking about allotments due them. We have told them to write to the soldier himself to initiate the application.

We have also had several people who have come to our office to file for expatriation. Since we have no instruction concerning expatriation, nothing will be done for them until we get word from Washington. Mr. Pratt stated that in the answers and questions of the selective service questionnaire, one can interpret expatriation as evading the draft. It was then brought out that evading the draft is only applied when one fails to report to his draft board or when he doesn't keep in touch with the board.

Mr. Pratt passed to the group a leaflet on Family Allowances for the Dependents of Soldiers.

The following question was brought up. What will the people in here be classified as? Will they be classified as having dependents or being that they are in such a camp as this make them without dependents?

Mr. Pratt stated that he prepared a letter to Washington asking

for a clarification, but the reply was not a definite answer. Chances are that Washington will not make a definite statement. It is probable that many will be classified as Class B.

Mr. Kiyoshi Tanaka was called upon to give some information on selective service. He stated that what he does know is in the Selective Service Manual so he doesn't know too much about it. Most of the work is handled by the Millard County Board. If a name appears on the draft list we make a transfer for delivery of records to the Millard County Board from California. Since January 1944, the boys have registered with the Millard County Board and their records have not been sent to the boards in California.

It was asked if the dependency classifications were always consistent. It was stated that there has been some talk about the Commanding Officer refusing to consider dependency allotments, but it was brought out that he has no authority to do that. Mr. Pratt stated that he can make suggestions, but the Office of Dependency Benefits, a branch of the Army, is the only one that can make such decisions. If the Commanding Officer does make such a statement, the soldier should fill out a blank and take action and disregard what he said.

Mr. Pratt explained the definitions of the different classifications.

Class A: Anyone with dependents, such as, wife or child.

Class B-1: Anyone with dependents, such as, parents, brothers, and sisters who are dependent upon the soldier for their chief support.

Class B: Anyone with dependents such as, parents, brothers, and sisters who are dependent upon the soldier for substantial support.

Class B-1 and B are the same except for the degree of dependency.

It was asked if this information of family allowances was to be distributed to everyone. Mr. Pratt said that there isn't enough to pass to everyone, but it could be translated and sent to the dining halls.

Mr. Honderich asked what this draft, which will effect 800 boys, will mean to all of the sections of the Community Management. Dr. Simpson said that he won't loose any from his staff. Welfare will loose about 8; High School will loose about 12; Community Activities about 20 to 30; Co-op will loose about 50; and Internal Security will loose 8; and Dr. Bane 3.

Divisional Staff Conference
Page 3

Mr. Nuttall stated that there are several boys who will not be able to graduate from high school, but they will be allowed to finish the semester.

Mr. Honderich stated that there will be a meeting on personnel management with Mr. James of the Washington Personnel Office and Mr. W. Stephens of the Civil Service Commission tomorrow. At last night's meeting, the questionnaire which they passed out was so hard to answer that they decided that they must have another meeting to clarify what they are driving for.

The Schedule for Wednesday will be:

11:00 a.m. - 12:30 p.m. Internal Security--6 representatives
Welfare -- 2
Community Government -- 3
Community Analyst -- 3

2:00 p.m. to 3:30 p.m. Health Section -- 25 representatives

4:00 p.m. to 6:00 p.m. Education -- 25 representatives

The purpose is to analyse the whole personnel organization of this project as a sample project for discussion of what they may do to other projects and to discuss the whole problem of WRA policies in connection with outside problems.

The meeting was adjourned at 12:25 p.m.

Respectfully submitted,

S. Ishimaru

Family Allowance

FAMILY ALLOWANCES FOR THE DEPENDENTS OF SOLDIERS

Under the servicemen's Dependency Act of 1942 as amended, the Government will help enlisted men in all grades, to take care of dependents by means of family allowances. The War Department Office of Dependency Benefits, Newark 2, New Jersey, an activity of the Armed Service Forces, administers and pays family allowances and Class E allotments-of-pay for the Army. Each family allowance is made up of money deducted from, or charged to, the soldier's pay and money contributed by the Government. The exact amount of the deduction from the soldier's pay varies and will be explained on page 4.

WHO IS ELIGIBLE

For the purposes of family allowances, the relatives and dependents of a soldier are divided into three classes: "Class A", "Class B-1" and "Class B".

CLASS A

In this class are the wife and children of the soldier and a former wife divorced to whom alimony is payable. Class A relatives do not have to be dependent upon soldier in order to be eligible for family allowances.

(a) Lawful wife includes wife living in soldier's household, also wife living separate and apart (not legally separated) or, if legally separated, under terms providing for maintenance or support. Also includes common-law wife if the marriage was contracted in a State which recognizes common-law marriage.

(b) Former wife divorced includes only the former wife who has not remarried and to whom alimony is still payable.

(c) Child includes soldier's legitimate child, adopted child, a stepchild if a member of man's household, or illegitimate child if required proof of paternity is submitted. Also, any child to whom he has stood in loco parentis (in place of parent) for at least one year prior to date of application. To be eligible, a child must be unmarried and under 18 years of age, or of any age if incapable of self-support by reason of mental or physical defect.

CLASS E-1 DEPENDENTS

This includes parents (father and mother), grandparents, adopted parents, minor brothers and sisters, (including those of half blood, step-brothers and sisters, brothers and sisters through adoption), who are dependent upon the soldier for THEIR CHIEF SUPPORT.

note: To be eligible, a brother or sister must be unmarried and under 18 years of age or of any age if incapable of self-support because of physical or mental defect.

CLASS E DEPENDENTS

This includes parents, brothers, and sisters who are dependent upon the soldier for a SUBSTANTIAL PORTION of their support (as differentiated from chief support). Class E dependents may receive a family allowance only if there are NO CLASS E-1 dependents named in the applications.

note: Dependents in Centers. The War Department has ruled that the fact that Class D dependents of Japanese nationality residing in a relocation center where food, shelter and medical care are furnished by the Government, does not render them ineligible for an allowance provided all of the elements of dependency are present. The question of dependency will be decided by the War Department after consideration of all of the circumstances affecting the individual concerned.

HOW TO APPLY

The soldier should apply for the family allowance himself, if practicable. He should file the applications with his Commanding Officer on official application form (WDAGO No. 625) which will be given him at the reception center, or will be available at Army recruiting stations, local Chapters of the American Red Cross, and the War Department Office of Dependency Benefits, Newark 2, New Jersey. Also, application forms will be available at the Topaz Selective Service office, 2-11-F.

Although it is preferable for the soldier to apply, dependents may too, apply. The wife or child of a soldier (also a divorced wife who has not remarried and to whom alimony is still payable) may receive this benefit with or without his consent. But Class D-1 and Class D dependents may receive it only if the soldier agrees.

HOW SOON IS ALLOWANCE PAYABLE

For Class A and E-1 dependents an "Initial" payment (contributed entirely by the Government) is payable for the month in which the soldier enters on active duty in a pay status, providing he applies within fifteen days of his entry on such duty. Regular monthly payments thereafter are payable from the first of the month following the month in which application was made.

For Class B dependents no "initial" family allowance is payable. The regular monthly family allowance is effective for the month in which application is made.

HOW MUCH IS DEDUCTED FROM SOLDIER'S PAY

\$22.00 per month, if the family allowance is for Class A, Class E-1, or Class B dependents only. \$27.00 if it is for more than one class of dependents.

WHERE IS APPLICATION SENT UPON COMPLETION

Instructions are printed on the form. A civilian should retain copy marked Applicant's Copy and mail all remaining pages to Office of Dependency Benefits, Newark 2, New Jersey. Soldiers should retain Applicant's Copy and turn other pages over to their Commanding Officer, or mail them to ODB in Newark, New Jersey.

The Topaz Selective Service Office at 2-11-F will assist

you in filling out your application form, and instruct you as to what documentary evidence is necessary to accompany the applications.

TABLE OF ALLOTMENTS

Class A Dependents

Wife (no child).....	\$ 50
Wife and 1 child.....	80
Wife and 2 children.....	100
For each additional child, an additional.....	20
Former wife divorced.....up to	42*
Former wife divorced and 1 child.....up to	72*
Former wife divorced and 2 children.....up to	92*
For each additional child, an additional.....	20
Child but no wife.....	42
For each additional child, an additional.....	20

*In NO case will the monthly payment to a former wife divorced exceed \$42.

Class B-1 Dependents

1 parent.....	\$ 50
2 parents.....	68
1 parent and 1 brother or sister.....	68
2 parents and 1 brother or sister.....	79
1 brother or sister but no parent.....	42
For each additional brother or sister, an additional....	\$ 11

Class B Dependents

1 class B dependent or more than one.....	\$ 37
(This amount is a flat rate, no matter how many dependents there are, and is payable only if there is no family allowance payable to any class B-1 dependents.)	

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

March 7, 1944
M I N U T E S -

The meeting was opened at 11:30 a.m. by Mr. Honderich, and Mr. Sanford was welcomed back.

POLICIES REGULATING Mr. Pratt was called upon to speak upon
PUBLIC ASSISTANCE public assistance grants and to clarify
GRANTS who was able to get it. He said that
everyone rationalizes that their case is
more needy than the other person's. There
is very much confusion as to who should really get it and who
should not.

The Project Director is authorized to make public assistance grants to evacuees whose income is inadequate to meet minimum needs.

Illness and old age are the two principle reasons why people ask for public assistance grants. Being left a widow or separation from husband temporarily or permanently and being left without means of support are other reasons.

Public assistance has been broken down into different categories.

- 1) Old age
- 2) Permanently disabled group
- 3) Temporarily disabled group

Much difficulty has arisen with the latter group. As a general policy we have not extended grants to families of persons on seasonal leave, however, we have given grants to those families of persons who have gone out on indefinite leave, but every case is an individual problem. Sometimes we assist them for one month, sometimes for 2 months or sometimes even longer if necessary. Very often when the children go out or when they go into the service, their parents are left and they must have public assistance. It is not mandatory for the soldier to send allotments to his parents. In cases where it is not given and the family is in need of help, grants may be given.

A regular grant will not exceed 4.75 for a man, 4.25 for a woman, 2.50 for a child (13 to 17 years), and 1.50 for those under 13. In addition they will receive a clothing allowance.

If a person is unable to secure a job on the project, he is eligible for a public assistance grant. Nine times out of ten when the applicant asks for public assistance because of the reason that he is not able to secure a job, it is found, on investigation, that ~~there are~~ jobs ^{are} available, but he doesn't seem to like the job offered him. In such cases he will not receive a grant.

The Project Director is authorized to make special grants in case of ~~special grants in case of~~ special needs. Such grants as baby layettes are given, if needed. It too, is handled on an individual basis. We make other grants such as eyeglasses and in many cases make reimbursements to persons who are authorized to go to Salt Lake to get special medical consultant.

Since regulations from Washington are very broad, it is rather difficult to determine whether one should receive it or not, but it does give some leeway, which in another sense, makes it easier.

Mr. Honderich asked why it was better to get an allotment than a public assistant grant. Mr. Pratt stated that a greater amount is received through allotments than through regular grants, and too, many people think that receiving public assistance grants is like receiving charity, whereas, receiving allotments from soldiers is rather a privilege.

PROJECTED ACTIVITIES OF EACH SECTION FOR THE BALANCE of the FISCAL YEAR

EDUCATION Mr. Noble asked Mr. Nuttall to review the program for the balance of fiscal year.

March 28	Parent's Day
March 17	Pre-School Open House
Easter	Elementary School Open House
May 5 or 12	Health and Activity Day
	High School Graduation

Mr. Noble stated that he would like to get the following people to come to Topaz to speak.

- 1) Dr. Peterson, educator, or Dean Jacobsen, school of education
- 2) Mr. Leroy Cole, President of the University of Utah
- 3) Mr. Arthur Gates of the Mutual Broadcasting System

Mr. Noble asked Mr. Keigo Inouye to summarize the camping program that was held last year at Antelope Spring, because we must decide whether we are to have the same type of program this year or not.

If we are to have it this year again, Mr. Inouye suggested the following things be done, so that we would not fall into the same troubles that we had last year.

- 1) Have a good storeroom at the start of the camping program.
- 2) Have at least three cooks.
- 3) Have a life guard on a paid basis.
- 4) Have an emergency car with good brakes.
- 5) Have the Internal Security watch to see that no visitors are allowed on trucks going to the camp.
- 6) Have enough hospital supplies on hand.
- 7) Have at least 15 gallons of gasoline at all times.

The total participation of the camping program was approximately 700 people.

WELFARE Mr. Pratt stated that the family discussion is the biggest activity at the present time. There are 2500 more families that must be interviewed.

We have also started an inservice training to qualify the personnel to the greatest of efficiency. We are trying to strengthen our Youth Unit.

INTERNAL SECURITY Mr. Roof stated that they will soon take care of the stray dogs.

Mr. Russell stated that commencing to-day, the Internal Security will collect for meals in advance ^{from visitors} at the gate house.

COMMUNITY ANALYSIS Doctor Hoffman stated that his section depends on what happens on the Project and on the outside. At the present we are studying the effects of the re-institution of the selective service, the effects of camp life on the people, and also the reactions on this new type of seasonal leave.

Miss Jean Sutherland, Head Medical Nurse, from Washington was introduced.

Mr. Earl, assistant to Mr. Pratt, was also introduced.

BOY SCOUT PROGRAM Mr. Inouye stated that the exposition that was held was very successful. Since many people do not know what the scouts are doing, this exposition was put on. There was a total of 18 booths and each booth displayed a different subject.

On Sunday night there were approximately 700 spectators at the Court of Honor and Talent Show and approximately 100 visitors from the outside.

RED CROSS DRIVE The Red Cross Drive will start sometime this week. The appointive staff will be asked to contribute, only. We cannot ask the residents for anything, but should they want to contribute, their contributions will be gladly accepted.

Respectfully submitted,

Shizu Ishimaru

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 28, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

Those present:

Mr. Sanford	Dr. Hoffman	Mrs. Sasaki
Miss Hikoyeda	Mr. Adachi	Mr. Robbins
Dr. Simpson	Mr. Roof	Mr. Pratt
Mr. H. Fujita	Miss Robertson	Miss Mack
Mr. Hamada	Mr. Nishio	

Mr. Sanford called the meeting to order at 11:30 a.m.

Mr. Sanford introduced Mr. Robbins, of Property Control, who spoke on the matter of the quarterly physical inventory which is to be taken as of March 30.

Mr. Robbins said that it was not the Property Control Section that is asking for the physical inventory but it is a W. R. A. regulation. He also pointed out that the purpose of the physical inventory was to reconcile the inventory and the warehouse books. The warehouses will be closed on March 30 and 31 due to the taking of inventory and all requisitions should be in by March 29. If the sections have not a priced copy of their last inventory it may be obtained at Warehouse #101. All inventories should be complete as to count, discription of articles, price, and listed by class. When articles are broken the articles should be transferred to Property Control to be surveyed off. If the articles are lost Internal Security should be notified.

Mr. Robbins asked for questions from the floor concerning the inventories. Mr. Pratt raised the question of whether or not the sections will be notified of the discrepancies so that the sections will know how they stand. Mr. Robbins replied that it will be done this time more than it has ever been done before.

Mr. Sanford read an appeal for two typewriters to be used by the hospital, one permanently and one temporarily. Mr. Roof said that the field office of Internal

Security could spare a typewriter for about one month.

Mr. Pratt said that the Welfare Section was short of typewriters also due to the Family Relocation Discussions.

Material on routing mail was passed out and discussed.

The rules for outings of the Boy Scouts within the project was read.

Mr. Sanford asked for suggestions on a Camp-Wide Committee and Chairman for the Spring Festival which will be held in the early part of May. A suggestion was made that the committee and chairman should be chosen from residents of different divisions and sections.

Miss Robertson stated that the Elementary Schools and the High Schools were planning a Play Day either on the fifth of May or the twelfth.

Mr. Sanford read a memorandum from Internal Security asking the people for a little more cooperation on the subject of parking cars too close to the apartments or buildings.

Mr. Sanford announced that this was the last conference that Dr. Simpson will be attending. Dr. Simpson stated that he has tried to straighten things out at the hospital and if he has succeeded it is that much to his record and if he has not, he is sorry but he has done his best.

The meeting was adjourned at 12:17 p.m.

Respectfully submitted,

S. Nogami

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

March 30, 1944

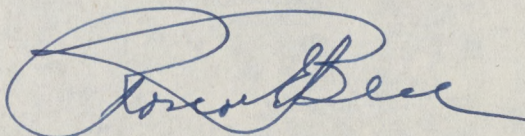
MEMORANDUM TO: ✓ Mr. Raymond Sanford
Assistant Project Director
~~Mr. Walter Honderick~~
Actg. Asst. Project Director

This morning at the Operations Staff Meeting the suggestion was made that minutes of the three division meetings be exchanged between divisions so that pertinent matters arising can be called to the attention of the members of division staffs.

By following this suggestion I will route to you regularly minutes of the Operations Staff Meeting beginning next week.

I hope that it will be possible for you to have your minutes reach me before my meeting on Thursday.

Because the Operations Division Staff is small it has not been considered practical for us to have a representative in each of the other two divisional meetings regularly. The minutes will serve to call to our attention problems of mutual interest. Please feel free to send a representative to our meetings on Thursday at 11:30 a.m.



Roscoe E. Bell
Assistant Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

April 4, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

Those Present:

Mr. R. P. Sanford	Mr. G. Adachi	Mr. H. Fujita
Dr. Noble	Mrs. M. Kawasaki	Mrs. Sanford
Mr. R. W. Roof	Miss W. Robertson	Mrs. McCaffery
Mr. H. Russell	Mr. C. Pratt	Mr. M. Nishio
Dr. Pressman	Mr. S. Hamada	

The meeting was called to order at 11:30 a.m. by Mr. Sanford, chairman.

Mr. Sanford read the minutes of the last meeting and the minutes stood as read.

The chairman stated that during the last pay period a number of discrepancies have come to his attention in regards to time records. Dr. Noble was asked to read a letter addressed to Mr. Lamb dated October 29, 1943 regarding compensatory time.

A change that has taken place is that the high school library evening hours have been cut out, so there will be no more compensatory time accumulated for that.

At this time Dr. Pressman, the new Chief Medical Officer, was introduced. He stated that next week he will discuss relations of health and hospital to the community at large.

A communication from Mr. Ernst dated March 27 was read by Mr. Sanford. It was a resume of the responsibilities of the Project Director under the War Relocation Authority.

Dr. Pressman again brought up the question of compensatory time. Mr. Sanford explained that if you have compensatory time you take it off during regular scheduled hours within a certain period. Accumulation of compensatory time should be kept down to a minimum. The Project Director's approval should be had before the compensatory time is put in.

The subject of sick leave was brought up by Dr. Pressman, stating that he saw a sick leave paper come back asking for the nature of the illness for a person who was sick for less than a day, and he did not see the point in asking for that information as it would not help the personnel division any,

and a person may not want to state the nature of his illness. It was brought out that Mr. Rantala should be contacted to find out the reason for this request.

The May festival was discussed at this time and Mr. Sanford thought it would be advisable to hold one general meeting consisting of all section heads and the resident staff to form general plans. The schools seem to be making plans for the same sort of activity, so it was thought best to work our plans in with the school plans as much as possible. Dr. Noble stated that this was the first time the school was putting on an activity of this sort and they want to make it one of the most outstanding days, with all children participating in all activities.

Dr. Noble was called upon to give a resume of the Washington Conference of the War Relocation Authority Superintendents of Education. He read a mimeographed report on the highlights and brief summary of the conference. Dr. Noble stated that Americanization and relocation was emphasized in all discussions. The transfer of the WRA to the Department of the Interior and the closing of the center at Jerome, Arkansas, were mentioned as significant developments of 1944.

Mr. Philip Glick, WRA Solicitor, made an outstanding contribution to the conference in a statement revealing clearly that evacuation was within the framework of democracy, and led to plans for informing all appointed personnel on the projects on this point, a program which has possibilities for far-reaching consequences in re-establishing the confidence of the evacuees in the American way of life. It was emphasized at the conference that what Mr. Glick said regarding the problem should have been said at the time of the first transfer to the assembly centers and re-emphasized again and again as to why this movement was carried forth.

Dr. Nelson Viles, WRA Education Advisor, lead a discussion on school business matters, nursery school planning, and adult education. Superintendents will receive aid in meeting the problem of methods and materials of instruction for an adequate program in English for the adult and non-English speaking relocation center residents.

There are many problems which have to be faced, among which the Japanese problem is just a drop in the bucket. There are approximately 125,000 Japanese in this country but there are 20,000,000 negroes and many other nationalities that are underprivileged and haven't had many opportunities. It is in those fields that education is going to look to in the future--they are the field upon which considerable thought and study must be given and upon which an educational program must be based.

Mr. Sanford asked if there were any indications as to what was being done for the handicapped children. Dr. Noble replied that various programs were in operation on that behalf. Some centers have appointive staff members to head that program, but most centers carry on that work in connection with the regular school program. Very fine work is being done in the elementary schools.

Miss Robertson said we have approximately 12 children who need some special care or treatment. Among the 12 are 2 paralyzed children. There are special crafts and hand work to help all of these children along. Dr. Noble stated that eventually arrangements can be made to have some of these children put into institutions. We have so few of these handicapped children as compared with other centers.

Dr. Noble stated that on the whole, the educational program here in Topaz is certainly comparable to what you would find in any other center.

Mr. Sanford asked what the possibilities might be in more specific training for nurses, and Dr. Noble replied that that point wasn't touched, but they did go so far as to say that vocational training will be emphasized more and more.

It was brought out by Dr. Noble that it was strongly emphasized by Dr. Provinse that the word "relocation" was not a very popular word. Because of that fact there were certain barriers built up against it. There has been quite an increase in requests for expatriation and repatriation and these factors lead the national office in Washington to conclude that the program of Americanization is losing ground. That is especially true in other centers and emphasis is placed on the fact that we need a clear understanding of just what that situation is in terms of this world we are living in.

Since there were no further comments, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

S. Hayashida

S. Hayashida

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

April 11, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

Those Present:

Mr. Sanford	Mr. Pratt	Miss McCaffery
Mrs. Kawaguchi	Dr. Hoffman	Mr. Fujita
Miss Mack	Mr. Russell	Mr. Lewis
Miss Terazawa	Mr. Adachi	Mr. Roof
Mr. Noble	Dr. Pressman	Mr. Nishio

The meeting was called to order at 10:30 a.m. by Mr. Sanford at the Nurses' Lecture Room.

Mr. Pratt read the minutes of the previous meeting and was approved as read.

Mr. Sanford read two communications.

1. A letter to Mr. Ernst from John C. Baker, Chief, Office of Reports, complimenting the Section Heads and staff for the fine job they did on the February Report.
2. A memorandum from the Personnel Section on the auditors that will be on the project in the near future.

Dr. Pressman spoke on the hospitals at both Topaz and Poston. In some respects the Poston Hospital is superior and in other respects the Topaz Hospital is superior.

The Topaz Hospital's physical aspects are far superior to the one at Poston, but that is probably due to the fact that Manzanar and Poston were the first ones to be built and the engineers ironed out the kinks in the later centers.

Dr. Pressman said that since the schools have an enrollment of two thousand children the primary purpose is to work on that group. They should be examined and inoculated. It shouldn't take too much time and effort of the doctors and nurses if it is directed properly.

Dr. Pressman spoke on communicable disease control. He said that with a population of seven thousand there must be about sixty or seventy cases of tuberculosis. We could handle more than we are at the present time if we make better use of the space available.

He also spoke on the subject of handling special dietary cases. He suggested two ways of solving the problem.

1. Each block mess hall take care of its own special dietary cases.
2. Set aside one of the mess halls and move the formula kitchen in with the diet kitchen. We certainly could make use of the wardspace now occupied by the formula kitchen.

A convalescent ward is needed. Instead of waiting about six or eight months for approval we should make arrangements to have it situated in one of the empty wards. They would not require much time and effort of the professional people. Some of the older ladies could take care of the convalescent ward.

Dr. Pressman said that he was having the hospital administration rearranged physically so that the ambulance boys could be in a room by themselves and it would be better for the office and it would look more presentable. He said we should have the records assembled and put into a central record room.

He complimented the professional staff and said that they were overworked. They are overworked not because of the number of people but because normal controls that keep people away from the doctors on the outside do not operate here because the service is free. There should be some way to make better use of the doctors' time.

Mr. Sanford asked in what way would the public health nurses help.

Dr. Pressman answered it is too great of a responsibility to delegate, even to the most experienced nurse, to decide whether or not a case should be examined by a doctor or a case should not require the doctors' crowded time. Many cases may be handled by anyone but the one stomachache out of a hundred may be an acute appendicitis case.

One answer to the problem would be the help of colored nurses because their source of supply has not yet been fully tapped. In Poston we had some and neither the appointive or the resident staff objected. The patients liked them and it worked out nicely. Those who object do not belong here. This, especially, is no place for race discrimination or consciousness.

Dr. Pressman hoped that the subject of standardization of positions in each of the centers would be brought up in the Denver conference.

He said that the Section head should make the decision as to whether he wanted more janitors or more nurses aides within the allocation total of personnel. The Section head has been given the responsibility of operating the section, and he knows best how he can run it and on what kind of a staff. He shouldn't have to fight every little organization just because he wants to make a few changes.

Mr. Noble asked that the field of operation of the Adult Education classes such as the shell flower making, etc. be taken up at the Denver Conference.

Mr. Pratt wanted the problem of the relocation of WRA and the state agencies for foster home placements and kindred organizations taken up at the Denver Conference. To what extent can we use state agencies to handle delinquent, crippled, and handicapped children?

The meeting was adjourned at 12 noon.

Respectfully submitted,

S. Nogami

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

May 2, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

Those present:

Dr. Pressman	Mr. K. Yoshida	Miss McCaffery
Miss. E. Gerard	Mr. Oscar Hoffman	Dr. Noble
Miss F. Terasawa	Dr. Grace Lawson	Miss Mack
Alice Kawaguchi	Mr. H. Russell	
Mr. I. Sugiyama	Tomi Sasaki	

The meeting was called to order at 10:30 a.m. by Dr. Pressman, acting as chairman in place of Mr. Sanford who was ill.

Mr. Russell was called upon to give a report on Internal Security, and he stated that everything was in order.

Dr. Hoffman reported that the residents are showing considerable interest in relocation, especially on seasonal leaves. They seem to be getting tired of this camp life and many have exhausted cash resources. Seasonal leave will help them build up their resources which will be needed in eventual relocation.

Miss Gerard stated that educational trips will only be allowed once a month with only 5 people at a time to collect different material for classes and organizations. They should allow for more people to go.

The spring festival seems to be well under control, with lots of residents participating.

The Welfare Section reported that because of the shortage of personnel, there was no one to take care of transfers and teletype messages during the last week.

The Community Government representative was called upon, but he reported that there wasn't anything of interest to be said.

Miss Gerard said that everything was underway for the Red Cross assignment of Miss Kawaguchi.

Dr. Pressman spoke on the Health Section. The interests of the Washington Office in regard to our problems should be obvious to everyone because in the last week there have been a number of the top people of the Washington Office come down to spend several days to go over some of the problems and work out solutions for those problems.

The great sore spot in the Health Section and hospital in

particular is the matter of dieting, kitchen, and mess-hall management. Diet for the patients themselves was in a very unsatisfactory condition. Many times the food comes back only partially eaten and this results in waste of both time and food. The diet regime, as it affects people requiring diets for treatment was totally inadequate, so it was deemed important enough to place someone in charge of that problem. Dr. Thompson of the Health Section in Washington thought the solution would be to get someone, a dietitian, who has demonstrated ability, to come down and lay the groundwork for an adequate dietary regime both for the hospital and outside. For that reason, Dr. Lawson was sent here from the Gila River Relocation Center. She has been sent here for a period of 45 days.

Dr. Lawson stated that our dietary system was in bad condition. For instance, the tuberculosis patients here are very thin and in bad condition. They haven't been getting the proper diet. Tuberculosis is a waste disease and they must have very rich food and at least six meals a day. Dr. Lawson is endeavoring to clean up the kitchen first as the kitchen is very filthy. She is going to insist upon a health examination for all the people working in the kitchen. Any person that is not healthy should not be working there.

Any person found eating in the wards will be dismissed with prejudice.

Tofu and the soy bean milk is ideal food. The soy bean milk is nearer mother's milk than is possible to reproduce. Tofu is not produced as abundantly here as in Gila.

The out-patients diet kitchen will be at mess hall #2. Only those with special recommendations from a doctor will be allowed to eat there. The mess hall will have to be put in shape with some painting, etc. Otherwise, Dr. Pressman reports that everything is in order.

Dr. Lawson states that mothers should be allowed to make their baby's formula--it is their privilege to do so.

Food should not be wasted for wasted food is sabotage. Any food that is taken out of the kitchens through the back door is stealing from the Government.

Dr. Pressman states that we should have had a block set aside around the hospital for those needing close attention but due to the fact that people came here before housing was fully established this did not materialize. Arrangements may be made for housing those people in block #2. If the other half of the kitchen in Block #41 could be used as a diet kitchen, they could serve those needing

special diets in the other half of the camp.

Miss Lawson conducted an inspection tour of the diet kitchen.

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Shizuko Haya shida

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 16, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

Those present:

Mr. Noble	Miss Sundwall	Mr. Earl
Mr. Fujita	Miss Mack	Miss Robertson
Mr. Pratt	Miss McCaffery	Mr. Kasius
Mr. Adachi	Mr. Inouye	Mr. Nuttall
Mr. Roof	Dr. Pressman	Dr. Bane
Mr. Katayama		

The meeting was called to order at 10:30 a.m. in Mr. Sanford's office with Mr. Noble presiding.

Mr. Pratt introduced Miss Anna Sundwall, Jr. Counsellor, of the Welfare Section.

Miss Sundwall said that she was only here a week but that she liked it and she said that she was a native of the State of Utah.

Mr. Roof introduced Mr. Kasius, Associate Internal Security Officer.

Mr. Kasius, before joining us here in Topaz, was with the Washington Police Force handling juvenile delinquency cases. He also said that he was a native of the State of Utah.

Mr. Nuttall made a brief summary of the Closing Exercise Program for the Topaz City High School which will close on June 2, 1944.

Miss Robertson said that there was no special program prepared for the closing of the Elementary Schools and the Pre-Schools but that they will have a quiet program for the students leaving and one day to acquaint them with the High School.

Dr. Bane reported that the Adult Education Program

will continue through the summer months very much as they have during the year excepting for a few additional classes and shifting of teachers.

Dr. Bane stated that Washington suggested that an Advisory Committee be set up in Adult Education to work out a program to serve various sections and divisions such as; Relocation, Welfare and etc. They will decide which classes to teach.

Dr. Pressman spoke on morale. He pointed out that after a year and a half the hospital still hadn't acquired the proper attitude and discipline. The hospital is the most logical spot to start because the work is light, interesting, educational and it is primarily a service to the community.

Mr. Fujita pointed out that the Japanese psychology was involved too.

Dr. Pressman disagreed and said that he was dealing with Nisei so there was no need to understand Japanese psychology. They talk the same language as I do think as I do and I think of them as no different than myself.

It was pointed out, by Mr. Nuttall, that the attitude was the same when they came into camp but it is showing signs of improvement. The differences between the residents and the appointive staff is quite evident in the School System. This attitude has existed from Tanforan. There always will be a certain amount of differences between the resident and appointive staff.

Mr. Noble suggested that Dr. Hoffman look into the matter on his return.

Mr. Noble said that Miss Gerard and Dr. Hoffman will give a complete report on the Denver Conference at the next meeting.

Mr. Noble said that the east and southeastern gates have been opened. The clerks at the gates check the number of people going in and out of those gates. In the very future badges may be issued instead of passes for hikes and business into Delata.

Mr. Noble said that Mr. Bell stated that the clearance for the summer program has been received.

Mr. Nuttall stated that there will be a summer session of the High School with a limited number of students.

There will also be the summer camp activities for the higher elementary school students, jr. high school and some of the senior high students. Most of the senior high students are planning to go out on seasonal leave or work full time on the project. There will be an expansion in the playground activities for the smaller children with the help of the mothers and the older high school girls.

Mr. Nuttall suggested that the Block Managers be asked to help recruit supervisors for the playground activities.

The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Shigeko Nogami

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 23, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

Those present:

Mr. Sugiyama
Miss Robertson
Miss Mack
Mr. Roof
Dr. Hoffman
Miss Gerard

Dr. Pressman
Miss Sundwall
Mr. Noble
Mr. Pratt
Dr. Bane
Mr. Russell

The meeting was called to order at 10:30 a.m. with Mr. Noble presiding in Mr. Sanford's office.

Dr. Hoffman made a report on the Denver Conference.

Dr. Hoffman reported that Dr. Provinse felt that we should emphasize guidance rather than management.

Dr. Kimball suggested that the Council should be used more fully at some of the projects.

Dr. Thompson pointed out that there will be a cut in the hospital labor quota in July.

Dr. Hoffman said that Miss Lucy Adams, Community Management Division Chief, from Manzanar spoke on the subject "Has a Japanese-American a future in the United States". They do have a future in the United States and also in the State of California although there will be a continuance of racial discrimination.

She also pointed out that relocation should not be pushed too much.

Dr. Hoffman said that Dr. Kimball pointed out the fact that most of the centers were using their internees on parole as board member of the Council since most of the internees dislike serving as members of the Council.

Staff Conference

Dr. Hoffman said that the matter of domestic help was discussed but no one had a solution to the problem.

Dr. Hoffman gave a brief statement on Dr. Powers' speech.

Miss Gerard pointed out that it cost WRA about one million dollars to close Jerome and it is possible that they will not close any more centers but just simply close the blocks as the people move out. It would be cheaper on the long run than to close a center.

Miss Gerard reported that at the Community Activities Conference they pointed out that the people should be pushed out of the centers before the end of the war. CAS will have to build up their morale in the meantime to give them confidence to go out.

Community Education as it is set up in Topaz was reported at the conference but Mr. Stalley felt that it was better to split again. Mr. Stalley thought that since CAS had to start from scratch again why not try another experiment by starting another coop but it was decided against it since the coop that is now functioning is nothing but a political football.

Mr. Stalley will be on the project in the next few days.

It was reported that religious help was definitely out but that Topaz could get around that by using them at the Summer Camp.

Summer camping will begin on June 25 if the ration board decides in our favor. If there is not a capacity sign-up for the camp it will have to be cancelled because we have to prove to the ration board that we are justified in asking for the gasoline.

Mr. Noble read a memorandum about inventories and budget for 1944-45 and all the \$19 employees who have been employed prior to September 1943 and those who have been employed later than September 1943.

The meeting was adjourned at 12 noon.

Respectfully submitted,

S. Nogami

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

MAY 30, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF
CONFERENCE

A G E N D A

1. Discussion of plans for the summer
program. Drayton Nuttall
2. Report on Mr. Stalley's visit.
Eleanor Gerard
3. Announcements by section and unit
heads.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 30, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

Those present:

Miss Mack	Mr. Takahama	Mr. Nuttall
Dr. Bane	Miss Robertson	Dr. Pressman
Mr. Roof	Miss Sundwall	Miss Gerard

The meeting was called ot order at 10:30 a.m. in Mr. Sanford's office with Dr. Bane presiding.

Miss Robertson gave a brief report on the progress of the summer program for the Elementary Schools.

She said that her teaching staff was dwindling fast. She would not have enough teachers to train for the Teachers Training course.

Miss Neilson, who is a superior supervisor in Utah, was to come to Topaz and direct a teacher training course for the summer.

Miss Jones, who is experienced in handling handicapped children, was to come to Topaz and instruct some of the teachers so that we may give the handicapped children of Topaz special attention.

For the summer we will have $1\frac{1}{2}$ hours of classroom work and the rest of the day will be devoted to music, woodwork, etc. with one teacher for every two groups.

Miss Robertson said that Mr. Hoshiga is to give her a report on Thursday of the result the PTA and the Council who have been holding meetings in the blocks to recruit school teachers.

Mr. Nuttall gave a report on the summer program for the High School.

There will be summer school with a limited number of students.

A playground program has been planned but playground supervisors are scarce.

Plans have been made for archery range, badmington, table tennis, and tennis.

The Baseball Committe is handling the baseball leagues.

The Science Club, 4-H Club, FFA, Hi-Y, Drama Club, etc. will continue their good work throughout the summer.

The Boys Scouts will lose Mr. Keigo Inouye, Scout Leader, who is leaving soon.

The camping program is still very much of a question mark although we can get the gasoline we are doubtful whether we can get the transportation.

The Protestant Church is planning a Vacation Bible Class.

Miss Gerard reported that there will be three religious workers, two Nisei and one Chinese, who will help us in the summer program. WRA states that no religious worker can be assigned permanently but since they are on a temporary basis and the two Japanese boys have parents in Topaz it is possible for us to get them.

Miss Gerard reported on Mr. Stalley's visit to Topaz. He said that CAS should be started all over again with a clean slate.

Miss Robertson asked Miss Gerard if the Elementary Schools could have someone from the CAS come to the Elementary Schools to instruct folk dancing.

Miss Gerard agreed that it was a good idea and she did not see any reason why it should not be put into effect.

Mr. Roof read a memorandum from the Safety Committee on parking vehicles on the road.

Dr. Pressman pointed out that he parked near his home

when it rained because the parking lot was muddy and it needed gravel.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

S. Nogami

MINUTES: STAFF MEETING

JUNE 17, 1944
SATURDAY 1:15 PM

Mr. Hoffman presiding.

As the first topic, Mr. Hoffman called upon the staff to join in the planning for the Saturday meetings by turning in ideas to the Reports Officer. He requested that every subject which any person might have be turned in to Mr. Bankson, so that as wide a variety of topics may be presented as possible. He said that it would not be necessary to use names as it was ideas that were wanted.

Mr. Bell reported that in the Operations Division there was nothing outstanding but that the routine work was being carried forward smoothly at this time.

Mr. Sanford, for Community Management, called on Mr. Roof of Internal Security, who reported that he now has a full staff of five appointive members and a resident staff that is practically completed. He brought up the subject of staff cars being parked in the staff residents' area against regulations and made a plea to all staff members to keep their cars on the parking lots instead of in the area.

Miss Robertson, elementary principal, introduced Miss Mary Nielson, who will conduct the special teacher training course this summer and Miss Margaret Jones, who will institute a program for handicapped children during the summer months. Miss Jones outlined briefly what her plan will be to assist handicapped children, of whom there are 22 in the center that she has contacted already.

Mr. Nuttall, principal of the high school, gave a complete summary of the summer educational program. This has been mimeographed and distributed through the center so that details will not be included in this report.

Mr. Niesse, for Administrative Management, reported that of the total of 2884 positions available in the center, including Co-op and trainees, every one now is filled. This, however, does not fill all of the regular allocated positions, which are still about 50 short. He said that the Statistical Laboratory has now been reduced to 24 workers but that the Co-op has been increased to 154. He reported on his two-day stay in Salt Lake City, where he was assisting in recruiting new staff employees. He said that he had been able to tentatively secure ten persons

in all, who will report for duty.

He reported that the gate control procedures will be effective next Friday, June 23. The necessary gate clerks have been employed, the gate house has been placed at the main gate and the full instructions have now been mimeographed in both English and Japanese for center-wide distribution. He stated that the Washington offices had allowed a change in the procedure to let project workers go out of the center without badges, using work passes instead. Some of the details of the instructions have been revised since the last meeting and he called upon the staff to give complete cooperation in putting into effect these procedures.

Mr. Niesse also reported progress on working out the domestic help problem. He said that it will go into effect on July 1 and that next Tuesday evening at 7:30 all staff members who employ help will be called to a meeting where the entire procedure will be discussed.

On July 1 also the new procedure with regard to inventories of government property will be made effective. This will do away with the quarterly inventory and instead, there will be only an annual inventory, with a team appointed to keep constant inventory records. In other words, there will be persons assigned to cover each section and unit regularly to check up on all government property so that inventories are kept up to the minute at all times.

Also, Property Control and Warehousing will now be separated from Cost Accounting and made a unit in itself. He said that the warehouses will be closed through June 25 and 30 to permit a complete inventory of all stocks and that all sections and units requiring warehouse stocks should have their requisitions in before June 25.

Miss Sundwall, reporting on Welfare for Mr. Pratt who was absent, stated that two staff and two resident employees of the department were in Salt Lake City attending the State Welfare conference. She said that this was a decided step forward as WRA had paid the way of the resident workers to this conference and it opened up a new field, in which residents were recognized as professionals in their field of work.

She said that the Welfare Department is beginning to develop center services for children, especially assisting in the work which Miss Jones will do with handicapped children. The department is also taking up special problems with families where their children are concerned in an effort to assist them in correcting situations that are not desirable.

She said that 1020 family discussions have been held. She said that more attention is going to be given to assisting families with their plans for the future. She said that even though it may not be possible for them to relocate, the Welfare Department will discuss all of their problems with them.

She reported that 30 apartments are so run-down that no one will use them and she asked that Operations renovate them. This matter was taken up with Mr. Bell.

Miss McCaffery, chief nurse, said that she was happy to welcome Dr. Collier to Topaz. She reported that Dr. Lawson was on her way to Chicago to speak on the use of tofu before a Welfare conference.

Dr. Hoffman reported that he would leave Topaz soon to attend a conference of all Community Analysts in Washington, D. C. June 26 to 30.

Mr. Boyce reported briefly on plans for carrying forward the Fifth War Loan drive among the appointive staff of Topaz.

Miss Dickenson, relocation program officer, called on Mr. Sekerak to report on seasonal leave. He said that 27 boys left today for the Orem camp and that 23 more will go on Sunday. On July 1, 88 men will go to Spanish Fork and on July 4 either 100 or 200 more will go to Spanish Fork. On June 28 a large group of girls and young women will go into the canneries to begin the season's work. He said that the request for workers for the canneries and for crop harvest are coming in in large numbers and that the way it now stands, 361 men, 300 of whom are on the payroll in the center, will have gone to seasonal work by July 4.

Mr. Hoffman commented on the shortage of manpower, which will make it necessary to begin a survey of positions to see where authorized positions can be eliminated so that the operations of the center can be carried forward with the greatest efficiency in all of its essential activities. He said that he was hoping that this could be started with the Block Managers and Council supplying committees to assist in recommending what positions might be eliminated and still maintain all essential services to the community.

Miss Altvater reported that on the matter of short term leaves the requests for trips to Salt Lake City were becoming so numerous that it was causing a problem there. She said that hereafter, the short term leaves to Salt Lake City were going to be limited in so far as practicable to not more than one week in an effort to correct the situation where large numbers of persons

are taking longer short term leaves, with many requests for extensions. She said that this should also correct the situation in which persons going out on short term leaves were taking jobs, which is against the regulations. If they are out only for one week they will be unable to take such work. She said that the short term leave is for a particular purpose, chiefly for special business, or to look for a job.

Miss Dickenson introduced Mrs. Jenkins, who will join the staff as a relocation interviewer. She also introduced Mr. Farrell Lilliquist of the War Manpower Commission, who is visiting the center on business, recruiting seasonal workers.

Mr. Barnhart introduced his appointive secretary, Mrs. Helen Fry, who joined the staff this week.

Mr. Hoffman remarked on the fine spirit of the workers who are carrying forward the farm program. He said that he had made a trip to the farm and saw both young boys and old men working hard in getting in the crops and caring for them.

Mr. Bankson reported on plans for the Saturday afternoon staff meeting, which will hereafter include all of the appointive staff and will start at 2 o'clock and will feature a special speaker each week. He called attention to the fact that these meetings were for the purpose of giving information on all of the operations of the center and that all staff members were requested to attend.

In closing the meeting, Mr. Hoffman summarized the various points which had been made and pointed out the problems which were facing the staff. He called attention to the matter of the number of staff members seeking to transfer to other agencies or other centers, and suggested that the staff here should carry forward the work which it understands and work out the problems of the center. He urged that a definite plan be developed for introducing new members of the staff to the center so that they will know that they are welcome and that they have the cooperation of other staff members.

In the matter of persons wishing to transfer or leave the staff he suggested that the proper procedure would be for the person to first talk to his immediate superior and then to the Personnel Officer, who, if he felt it was necessary, would discuss the transfer with the Project Director. He said that if the final decision was that the person would leave, then there would be no effort made to prevent it but that he felt that it was not a part of WRA duties to write glowing letters of recommendation, when the services here were not entirely satisfactory. He called on the staff to report to the Personnel

Officer if they know of anyone to fill any of the vacant positions in the staff, so that the Personnel Officer may contact them. He pointed out that the fact that WRA had been assigned the job of handling the first refugee camp in New York was significant in that it pointed to a real program ahead for the WRA and that there was a future for those trained in working with people in rehabilitation work, such as the WRA.

For the purpose of developing a closer contact between staff members, he suggested that there be a greater use of the Administrative recreation hall, where night programs or gatherings can be held for social purposes.

Mr. Hoffman reported on the welcome which had been given to him officially by the Block Managers and the Community Council at the auditorium on Friday night. He said that it was a real welcome and that it was greatly appreciated.

He closed with a reference to a communication which had just been received from an anonymous person, asking what the policy of WRA was to be with regard to relations between staff and evacuee workers, especially as to whether it would be a hard-boiled policy or whether it would be a cooperative policy. His answer to this was that it hardly needed to be discussed because WRA is obligated to work in an understanding way with evacuee workers and that there would be no extremes either way--not a hard-boiled position nor a sentimental relationship. He said that he hoped that all staff members would work in a cooperative and understanding way with evacuee workers and that evacuee workers would have the same attitude, in order that a mutual feeling of respect and confidence might be developed.

*Original signed by
R. A. Bankson*

Russell A. Bankson
Secretary

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 23, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF CONFERENCE

M I N U T E S

Those present:

Mr. Pratt	Miss Sundwall	Mr. Kasius
Mr. Nuttall	Miss Stockbrand	Dr. Bane
Dr. Noble	Mr. Hoshiga	Miss Gerard
Mr. Sanford	Mr. Fujita	

The meeting was called to order at 4:30 p.m. in Mr. Sanford's office with Mr. Sanford presiding.

Mr. Sanford said that Mr. Hoffman was going to Washington and if the Section Heads had any problems they wished Mr. Hoffman to present to the Washington Office, should be discussed.

Dr. Noble said that he wished to have the approval to teach the following foreign languages at the High School for the coming semester; French, German, Spanish, and Japanese. Administrative Instruction No. 57 regarding foreign languages prohibits the teaching of any foreign language without prior approval from Washington.

Mr. Pratt stated that he would appreciate having the question of transferring the residents to California to be institutionalized brought up.

Mr. Sanford asked the Section Heads to hand in all of the problems they wished to be taken up in Washington by Saturday noon.

Mr. Sanford raised the question of whether or not this time would be more appropriate to hold the regular weekly staff meeting than every Tuesday morning

at 10:30.

Dr. Noble replied that during the summer it would be a good time but after the schools are in session all of the Education Meetings are held on Friday at about this time.

It was decided to hold the meetings for the present every Friday afternoon at 4:15.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

S. Nogami

MINUTES: STAFF MEETING

Saturday, 2:00 PM
July 1, 1944

Mr. Bell presided in the absence of Mr. Hoffman.

As chief of the Operations Division, Mr. Bell called on Dr. Wayne Sutton to report on the pipeline situation in the center. Dr. Sutton reported that 1,560 feet of main had been tied in on Jasper Avenue which finished that phase. Also 1,000 feet was tied in on Opal Avenue and it is expected that another 1,040 will be completed on Opal Avenue this coming week.

Mr. Henry Watson introduced Mr. Mills who has been transferred to Topaz from Jerome as superintendent of construction.

Mr. Sorenson of Motor Pool asked the staff to phone grocery orders to Delta as early as possible on delivery days so that the pick-up truck will not be delayed. He also asked all staff members to make certain that trip tickets are filled out for every trip entailing a government car. He said that considerable difficulty is being experienced in keeping records clear so that the use of government cars is properly controlled. He pointed out that all users of government cars, appointive and residents, must have WRA driver's license which may be obtained by taking examinations at the Motor Pool. Private cars of staff members must have the WRA stickers on the front windshield.

Miss Robertson introduced Miss Emily Light who has been transferred from Jerome to the elementary teaching staff in Topaz.

Mr. Niesse, chief of Administrative Management Division, announced that Federal car stamps are now available at the Topaz Post Office.

He reported that the Federal fund allotment for the first quarter of the new fiscal year has now been received and is only slightly reduced from the amount requested. He reported that cash for compensatory overtime of resident employees for the first 3 months of this year will be paid when fully justified by the section head and approved by the Project Director.

He reported that Harold Russell of Internal Security has terminated and left the center. Since he was the only Notary Public in the center, it will be necessary for persons needing a Notary Public to go to Delta until another is named. Mr. Barnhart is arranging for some member of the staff who is

qualified, to get an appointment as Notary Public.

He said that all contracts for rental of evacuee equipments expired June 30. If it is desired to renew these contracts, new requests must now be placed.

Mr. Robins reported on the general inventory which closes as of June 30 and must be in by July 15. He called upon everyone to be prompt.

Mrs. Gonzales was the featured speaker at the staff meeting, explaining details of the operations of Office Services and going into changes set forth in the revised Office Letter No. 27, copies of which have been distributed. Mrs. Gonzales' talk was so interesting that a copy of it is attached to these minutes.

Mr. Boyce noted that in connection with Property Control, the worst difficulty encountered is to get the staff to comply with regulations and to see that money is spent in the proper manner and to keep records straight by signing the documents necessary to show receipt and disposition of equipments and supplies. He called attention to the fact that the Property Control handbook has been issued and all staff members should make note of the changes which have been set up.

Mr. Sanford, chief of the Community Management Division, called upon Miss Gerard to report on plans for the 4th of July and the visit of PFC. Higa, a wounded veteran who will spend the afternoon of July 3 and the forenoon of July 4 at Topaz. She said that the USO would sponsor a banquet on the evening of the 3rd and that a center-wide massmeeting will be held in the auditorium that evening with the honored guest speaking to the students at the high school on the morning of the 4th. She reported that summer activities now include several leagues in softball and that several overnight trips to Antelope Springs have been arranged.

Mr. Seal gave a detailed report on out of school work being done by students of the Topaz High School during the summer. Most of these are trainees working in practically every section and unit of community activities. He said that a definite record system for each student is being maintained which will be of assistance in future employment. Many of those who started June 1 as trainee have shown such aptitude that they have been given regular employment and advanced to the \$16 rates as of July 1. He said that 240 students are now working, 32 of whom have gone out on seasonal leave from trainee assignment, making a total of 108 students on seasonal leave, 93 of whom are boys and 15 girls.

Mr. Noble announced that Mr. Seal and Miss Thelma Thorpe, also a teacher in the Topaz school, will be married next Wednesday. He also reported on the picnic which was held at Oak Creek Canyon by the Educational Department, including staff and resident teachers, as a farewell to Mr. Nuttall, retiring principal of the high school, and Mrs. Green, a teacher who is terminating.

Miss Dickinson, chief of Relocation Division, called on Corlies Carter, Assistant Relocation Officer, to make a report on his six weeks' assignment to the field office in New York City. He stated that his experiences in the field had been most valuable. He said that he found the offices full of job offers and that he believes the only problem to be considered is interesting residents of the centers in accepting jobs. The attitude in the East is excellent wherever he went and he believes the public relations problem has been licked, especially in New York and Chicago. He found everyone he contacted to be friendly and helpful. He said that as a test, he called 250 firms, asking if they needed help and explaining about evacuees in the centers. He said that without exception, evacuees were acceptable to these firms as employees.

He reported on the opening of the Hostel in Brooklyn which caused so much newspaper comments. He said that newspapers all were favorable and that the organized oppositions broke down at a general meeting of residents of the area when Mr. Fistere of the New York WRA office spoke, and instead of adverse action, a resolution was adopted in favor of the evacuees. He said that invariably when oppositions arise, there is a reaction that is even greater.

Mr. Bell concluded the meeting by asking again that all staff members make a study of the Revised Office Letter No. 27 on routing and addressing of correspondence. He asked staff members also to cooperate in the gate control procedure by stopping to check at the gate when leaving or entering the center.

Russell A. Bankson
Secretary

Attachment

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

July 28, 1944
Friday

COMMUNITY MANAGEMENT DIVISIONAL STAFF MEETING

M I N U T E S

Those present:

Mr. Pratt
Dr. Noble

Dr. Bane
Mr. Carmichael

Mr. Sanford

Miss Sun³wall
Miss Mack

The meeting was called to order at 4:35 p.m. by Mr. Sanford, Chief of Community Management, in his office.

Mr. Sanford discussed at length the impending serious shortage of nurses' aides at the hospital which is operating with a staff of 39 when the minimum employees is stated to be 60. At the morning conference regarding this situation, many grievances were aired by the Councilman in charge of Health, problems which have been gradually accumulating since the inception of the Center.

To offset any further conditions of this nature, Dr. Noble suggested two points:

1. It should be made mandatory that at least once a week all respective sections should meet with a member of the Council who has been appointed to report on all functions and operations of that certain department.
2. It should be made mandatory that letters (prepared for the Project Director's signature) call attention to the Council that all representative members be invited to bring in complaints at respective section meetings. This open invitation to orally discuss problems which confront the Council received by the residents would tend to be most constructive in that all problems would be discussed openly and frankly before they tend to accumulate and react ominously in silence as is the present case.

Mr. Pratt discussed his meeting with the Council regarding dentures and glasses. In the case of glasses, it is made clear by the Manual that public assistance grants could be released to those residents who are unable to bear the cost due to financial need.

No agreement was reached on the subject of dentures for the Council firmly believes that they should be treated like all operations...treatment without fees. Mr. Pratt cited an example where a young boy was furnished a replacement of an artificial limb at the expense of the WRA since it was for the protection and maintenance of health.

Mr. Sanford discussed the student worker problem giving several examples by which certain workers were allowed on the project while their residence is maintained here at Topaz.

Miss Sundwall stated that funds were available for institutional care of children through the Social Security Board's program of assistance to persons affected by restrictive action of the Military. The example was given of a 13 year old girl who is to be placed in the Utah School for the Deaf and Blind.

Miss Mack expressed an opinion that family conference should be held in the mornings and evenings due to the more favorable response received from the residents at that time because of the weather.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

L. Kawahara

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

M. Hoffman
H 2.45

September 13, 1944

COMMUNITY MANAGEMENT DIVISIONAL STAFF MEETING

M I N U T E S

Those Present:

Mr. Sanford
Dr. Noble
Dr. Bane
Mr. Roof

Mr. Carmichael
Mr. Pratt
Miss Gerard
Mr. Adachi

The meeting was called to order at 4:45 p.m. in Mr. Sanford's Office with Mr. Sanford presiding.

Mention was made of the lack of drivers at the hospital and the temporary set-up with the Internal Security in which they have been accepting all emergency calls in supplying drivers for the ambulances, etc. Mr. Sanford remarked that the Project Director had stated that this present procedure was only on a very temporary basis.

Mr. Sanford read paragraph 2, from the Project Director's morning conference with Division Chiefs on September 8, 1944, concerning proper recruitment procedure within the center for evacuee personnel. He pointed out that requests for workers will be handled through personnel.

The movement of people from the hospital was brought out by Mr. Sanford in discussing an inadequate staff of nurses' aides. Reported that Dr. Collier has prepared a statement calling for nurses' aides, but instead of being posted in the dining halls as previously reported, they will be handed to friends, relatives and parents of patients in the hospital. It was the unanimous decision of the medical staff that the 12 persons that were capable of being taken care of out of the hospital should be taken to their homes or to "rest homes" in a designated barracks, to be taken care of. A barracks in block 3 was mentioned, but the Manager of Block 3 did not seem to want them in that block. This feeling seemed to be present among other Block Managers. It was pointed out that there was no reason for not wanting this "rest home" in any particular block, as the occupants would be mostly elderly people and they would not have any diseases. The hope was expressed by Mr. Sanford that the enlisted service of the Red Cross might be obtained in getting literature, books, radio, etc. for this home. Also, that they are trying to get toilet facilities for this rest home. Mr. Sanford reported that ambulatory



patients, hereafter, would be called "rest-home residents". It was pointed out that by transferring these rest-home residents from the hospital to the rest-home that it would enable the closing of one entire ward.

The problem of opening the diet kitchen was discussed. However, as no cook is yet available, the plans for opening the kitchen cannot go ahead.

Suggestions from the suggestion box were discussed. General opinion was that the same number of people would come out to appointive staff meetings, regardless of whether or not a tea followed the meeting. The suggestion of appointive staff members working as nurses aides was discussed.

The suggestion of light colored paint being applied to the exterior walls of the school buildings was very favorably discussed. Dr. Noble said that it would be one of the finest things that could be done for the schools. Dr. Noble was appointed to look into the matter and see if the tarpaper would take the paint, and if not, what could be done about it, to make the paint stay on.

Small groups
a resident
in small, private car groups scheduled then
A memorandum from Mr. Bell regarding the necessity of having a member of the appointive staff chaperone at picnics within the Project Area was discussed. Mr. Bell stated in his memorandum that hereafter, a member of the appointive staff need not be present, but it will be necessary to have ~~someone as~~ leader of the group. It was also reported that residents may go to Delta without a member of the appointive staff accompanying them. However, residents cannot go into Delta on Saturday or Sunday by carrier service, unless they have another way to return to the Center. The reason for this is that the carrier service is needed especially on those days for bringing residents back to the Center that come in on the train.

Mr. Sanford requested the opinion of members present, in making a financial appeal, to members of the appointive staff, *for* the Buddhist group in the Center. This would be in the form of a voluntary contribution to the group to help them carry on, as their supporting constituent was taken away when they were brought to the center; they do not have a supporting factor like the Catholics or Protestants. The general opinion of the members present was that such an appeal would not be met favorably.

The agenda for the meeting was not completely covered, so another meeting was called for 4:15 (prompt) Wednesday, September 13th.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Community Management Staff Conference No. 50

Mr. Sanford's Office
Saturday Afternoon - 12:45
September 23, 1944

Present:

Mr. Sanford
Mr. Pratt
Mr. Earl
Mr. Kasius
Dr. Bane

Mr. Carmichael
Mr. Fife
Mrs. Boen
Miss Thorp
Mrs. Cochran

1. Mr. Sanford mentioned that the main discussion during the last meeting had been a letter from the Project Attorney concerning the Topaz Consumers' Cooperative tax situation.
2. Mention was made of a communication from the Project Director in regard to the new forms for the monthly narrative report.
3. A wire has been received from Washington refusing payment of compensatory time prior to January 1, 1944.
4. The question has been brought up of assigning someone for Sunday duty on C time. This matter is discussed in Report #45, paragraph 4, of the Project Director's morning conference with Division Chiefs.
5. Mr. Sanford has asked for clarification of the problem of fire arms. The Solicitor has stated that fire arms of appointive personnel were to be turned over to Internal Security and not to the Military Police. The Project Director has approved a plan whereby all appointive staff members owning guns will be asked to keep them in concealed places in their own homes and give Mr. Roof the make and serial numbers.
6. Referring again to Report #45, Mr. Sanford reported that Dr. Teshima has relocated to Detroit. This creates a shortage at the hospital.
7. The opening of the diet kitchen in Block 2 was mentioned. This was to have taken place on the 22nd. It will be opened

as soon as possible.

8. The fact that certain people have been visiting friends and relatives in the hospital after hours was reported. It is necessary for each visitor to go through the administrative office and have permission for the visit in order to avoid violation of hospital rules.

9. Mr. Sanford reported on the nurses aids situation. This has been discussed with Mr. Lafabregue, and all matters of recruiting must go through Personnel. Mr. Sanford asked if any sections can offer people for nurses aid duty. Mr. Pratt thought there might be one girl in his section who would be interested.

10. Mr. Sanford mentioned that the report of Mr. Harold James and Mr. Stevens on their study of the Topaz training program can be obtained from Mr. Carmichael.

11. Mr. Pratt asked what can be done about the case of the evacuee employee in Welfare who quit his job and stated that he could get the same pay for only half the work in one of the warehouses. Mr. Sanford will refer this to Mr. Lafabregue. This led to a discussion of working hours in general, and the question was raised by Miss F. E. Thorp, Elementary School Principal, as to how appointive personnel responsible for signing evacuee personnel time sheets could handle the difficult problems brought up. Mr. Sanford referred her to the administrative instructions in regard to project employment, Handbook #90 and Office Letter #9, and also the study of project employment made by Mr. Harold James of the Washington office last May. The various work habits and attitudes of evacuee personnel were thoroughly discussed, as was the signing of time sheets when there was some doubt that the actual 8 hours were put in. The staff decided that this requires the intelligent support of the project as a whole. Mr. Sanford mentioned that the evacuee doctors are demanding 16 hours overtime instead of the usual 8 hours, and are citing the firemen as an example. This has been referred to Dr. Sleath of the Washington office.

12. In regard to passes, particularly for trips off the project and outside of Delta, it is necessary, first of all, for any evacuees planning to go on any kind of trips during regularly scheduled work hours to apply 48 hours in advance in writing through CAS, and the requests must have the signature of the Section head. It must be understood that these trips will be planned to utilize either C time or vacation time, and they must have a Caucasian escort who must also use either C or vacation time.

13. Miss Thorp brought up the matter of a teacher who had to go to Delta unexpectedly for dental treatment on Saturday afternoon. Mr. Sanford explained the policy of medical and dental treatment for the appointive staff, which is governed by what is considered best for WRA in terms of the work program, and said that the hospital must be contacted first to see if treatment can be obtained.

14. Mr. Sanford asked Dr. Bane if anything had been done to make paint stick to the school building. So far a method has not been found, although Mr. Carmichael explained a process which would do this.

15. Mr. Sanford read a letter to Mr. Myer concerning the topics to be discussed at the Denver conference. He also mentioned that any memos sent should include one carbon for his attention. Anything placed on his desk for immediate attention should be followed up by a telephone call, if possible.

16. The problem of nurses aids was raised again, and it was suggested that this be brought to the attention of the Sections for assistance. Stenographic and secretarial help was also discussed, and it was decided that part time help could be used.

17. All personnel has been frozen, so far as new appointments are concerned, according to the notice from Washington read by Mr. Sanford.

18. Suggestions for the time and day for this staff meeting will be taken up at the next meeting.

19. Mrs. Boen brought up the question of employees who do not know about the system of rating. This was discussed from various angles, and will be discussed further at the next meeting.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

MR. CARMICHAEL'S REPORT AT THE COMMUNITY MANAGEMENT

STAFF MEETING, SATURDAY, OCTOBER 7, 1944

Recommendation was made to the Project Director for a Project Training Committee composed of the Project Director, the three Assistant Project Directors, the Reports Officer, the Relocation Program Officer, the Personnel Officer, the Superintendent of Education and the Vocational Training Supervisor. It is recommended that this committee meet only as needed but at least once each month. The function of this committee is to review and approve recommendations for training on the Project. It was further recommended that sub-committees be appointed as follows in:

- | | |
|--------------------|--------------------------------|
| 1. Supply | 7. Internal Security |
| 2. Mess Management | 8. Office Practice |
| 3. Motor Transport | 9. Orientation |
| 4. Engineering | 10. Adult Education |
| 5. Agriculture | 11. Formal Vocational Training |
| 6. Fire Protection | |

Each sub-committee is to develop the training program for the personnel needs, appointed and evacuee, for the unit or units it represents. The Vocational Training Supervisor is to assist each sub-committee in the formulation of its training program and in securing instructors and instructional materials, etc.

The responsibility for seeing that the appointed and evacuee personnel take in-service training falls upon those who have immediate supervision of each Division, Section and Unit.

The Personnel Officer has recommended that each Assistant Project Director, each Section Head, and each Unit Head develops an outline for orientating new employees assigned to their respective divisions, sections, and units. The Vocational Training Supervisor offers his assistance in helping the Division, Section, and Unit Heads develop outlines for their orientation program.

All arrangements for the Aviation Mechanics and the Welding courses have been completed. The date set for the beginning of these classes is Monday, October 16, 1944. Negotiations are now under way with the State Department for a class in Body and Fender Repair. Most of the arrangements have been agreed upon, however, a definite beginning date has not been set.

AGENDA FOR COMMUNITY MANAGEMENT DIVISIONAL STAFF
CONFERENCE

12:45 to 2:00 p.m., Oct. 7, 1944

I. Reading of Minutes for Sept. 30, 1944

II. Report from Section Heads

1. Education - Dr. LaGrande Noble

a. Dr. Bane

b. Miss Thorpe

c. Mr. Carmichael

1. In-service training for evacuee and
appointive staff

2. State aid for vocational training

2. Community Activities, Miss Gerard

USO Reception, Oct. 6 for soldiers on leave
and other recent high lights

3. Community Analyst, Dr. Oscar Hoffman

Recent thought trends among the residents and
press review

4. Health Section - Mr. Marstella

5. Internal Security, Mr. Robert W. Roof

Co-operation with the Health Section and recent
judicial commission action and administrative
action in regard to misuse of government trans-
portation.

6. Welfare Section - Miss Margaret Mack, Acting Head
Transportation during war time as it effects
travel on WRA residents.

III. Announcements

IV. Agenda

No. 77

Date: March 21, 1945

Type: Community Management Staff

MINUTES

MINUTES of a meeting of the Community Management Staff held Friday, March 21, 1945, at 3:00 o'clock P. M. in the office of Raymond P. Sanford, Chief of the Community Management Division.

PRESENT: Mr. Sanford, Dr. Noble, Dr. Bane, Dr. Hoffman, Miss Mack, Mr. Marstella, Mr. Kasius, Mrs. Boen, Mr. Carmichael and Miss Thorp.

Mr. Sanford presided as Chairman.

Mr. Sanford requested Mr. Carmichael to read the Minutes of a meeting held March 9, 1945. The minutes were read, corrected and approved.

COMMUNITY ANALYSIS SECTION

Dr. Hoffman reported that there is a growing restlessness in the camp being evidenced in a number of ways, - one is the factionalism in the Co-op. Others are criticisms of benefit movies and attempts to raise money for the Red Cross. The attitude of some is - why make a drive for funds, if the camp is closing in December. All of this can be attributed to anxiety.

Dr. Hoffman reported that the discussion between the secretaries of the various blocks and the Joint Committee of the Spanish Consul hinged around one point, i.e. what did Captain Martin think about aliens relocating and what was the Japanese Government's advice in that regard.

This was answered in effect that all the Japanese Government asked was to protect the lives of their nationals in the United States and as to relocation, that was up to the individual to decide.

Dr. Hoffman further reported that one of the secretaries, a member of the negative group, is telling the residents that the Japanese Government wants its nationals to stay in the Centers.

COMMUNITY MANAGEMENT

Mr. Sanford outlined some of the current events in connection with the Business Enterprises. He stated that at their recent monthly congressional meeting held on March 13, 1945, 48 members met and by a vote of 34 to 14 voted to remove one of the officers from office.

Mr. Sanford said there was some question as to the legality of the action and the Project Attorney was consulted. The Project Attorney in his opinion, interpreting the By-Laws of the Business Enterprises, said that while an officer may be removed with or without cause, he must have advance notice of the hearing and have an opportunity to be present and defend himself. As the officer in question did not have this opportunity, the removal was not binding.

EDUCATION

Dr. Noble inquired whether or not teachers are required to work on Saturday afternoon in order that the schools will be covered during that period. He said that if they were to work would they be allowed to take time off the week following the Saturday worked. Mr. Sanford said that the time off should be taken during the week preceeding the Saturday to be worked, and on a rescheduled basis. Otherwise, it would amount to the same thing as compensatory time.

Dr. Noble reported that the Motion Picture Trust Board is progressing but that no action has been made as to any specific requests.

Dr. Noble said in regard to a Health program for the schools that while it would be nice to have a public health nurse, it would be hard to obtain one in view of the shortage of nurses, and as the Hospital has been cooperating with the school to minimize the spreading of contagious and communicable diseases, the need for a Public Health Nurse for the schools was not too urgent.

Dr. Noble read a letter from the Heidelberg College commending Miss Chiyoko Matsuzaki for her scholastic ability and for being placed on the "Dean's list".

Dr. Noble reported on his Salt Lake trip last Friday and Saturday and said it was made for the purpose of securing two P-1 teachers to serve on the Project until June 30, 1945. Arrangements were made through the Project Personnel Office with the U. S. Civil Service Commission office in Salt Lake to approach prospects from various training and educational institutions in the State.

Mr. Carmichael reported on his conference with various State officials during the same period at Salt Lake City and said that as a result a better understanding had been worked out in regard to vocational education programs on the Project.

Mr. Carmichael said he would review portions of Handbook Release No. 193 dealing with Personnel Management at the next meeting. Mr. Sanford had requested that this be reviewed at the present meeting, but time did not permit this.

HOSPITAL

Miss Cochran reported that thirteen persons are participating in occupational therapy classes at the hospital and that fourteen others are waiting for tools and supplies which have been ordered. She said the Red Cross is supplying \$100 worth of supplies for this purpose.

Eye refraction cases in the center which were compiled by the previous public health nurse, Miss Stockbrand, and which have accumulated pending the employment of an ophthalmologist are now being taken care of periodically.

Dr. Merrill, the ophthalmologist from Salt Lake City, will take care of the eye operations in the center provided a sufficient number have accumulated by April 2nd to warrant a trip to Topaz.

Dr. Dehann is surveying and reclassifying all tuberculosis and diabetic cases.

INTERNAL SECURITY

Mr. Kasius reported that plans had been made to move a part of a building from the Military Area to the Staff Housing area to be used as a recreation hall for the appointive staff children. He reported a case of vandalism by Appointive Staff children at the Administrative Rec. Hall. He said the participants had not yet been apprehended.

WELFARE

Miss Mack reported that Mr. Pratt is in San Francisco at the present time in an endeavor to work out a closer understanding of welfare problems between the centers and the field relocation offices, especially the west coast offices.

Miss Mack further reported that as of Saturday, March 17, thirty plans for resettlement assistance had been sent out; 29 to San Francisco, 1 to Los Angeles, and others to other parts of the country.

Mr. Sanford reminded all present of the Monthly Staff Party to be held in Delta on Saturday, March 24th. He said the party would be a theatre party at which two features, "The Suspect" and "She Gets Her Man" will be shown. Admission will be 30¢ for adults and 10¢ for children.

There being no further business to come before the meeting, the same was adjourned.

Mrs. Hunter

(Prepared from notes taken by T. Fujimoto)

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

COMMUNITY MANAGEMENT STAFF CONFERENCE

Report #52

Mr. Sanford's Office
Wednesday, November 8, 1944
4:00 p.m.

Mr. Sanford presiding.

Welfare

1. Mr. Pratt introduced Miss D. Keister, new Counsellor in Welfare.
2. Mr. Pratt reviewed Manual Release #129, dated October 2. Two new paragraphs provide that persons who have been accepted for military service and are waiting induction into the Center may be provided housing and meals without charge. Those who have passed pre-induction and do not wish to be reinducted into the Center will have to pay for meals and quarters and will be accepted as visitors. Medically discharged service men may be granted visitors' permits for one month and shall not be made to pay for meals and quarters during that time. The purpose is to give them an opportunity to see relatives and friends and discuss plans.

Manual Release #131, dated October 25 provides that the Statistician shall be responsible for transferring all records to other centers. Another provision is in regard to aliens transferring to another center. It is not required that they notify the U.S. Attorney of such move as is necessary when they go out on indefinite or seasonal leave.

3. Mr. Pratt reported that Albert Nabashima is scheduled to leave in the very near future. Plans for his relocation have been worked out. As long as he is here all matters relating to Albert will be cleared through Mr. Pratt.

C.A.S.

4. Miss Gerard reported increasing difficulty in applying for the 16-millimeter projector in advance. At least 48 hours notice is required so that they will know what equipment will be needed. The 35-millimeter screen was damaged

sometime between Friday night and Saturday morning. This is a \$250.00 screen, and the incident is being investigated by Mr. Roof.

5. Mr. Sanford mentioned that in view of the shortage of rubber and gasoline it has been suggested holding some old-fashioned hay rides. This would have to be worked out with Personnel, and would require the help of someone who understands horses, and the rides would be limited to a point not more than four or five miles from the Center.

Community Analysis

Dr. Hoffman said that because of the fact that the Hearst papers carried a news item to the effect that the West Coast would be open for Japanese on or after November 15, some people in the Center feel that now that elections are over the Coast will be opened by that time.

Internal Security

Mr. Roof reported that the seven boys who broke into block 41 school room have been apprehended. A typewriter has been stolen from the Engineering building over the week end. Internal Security asks that any buildings found unlocked when they should be locked be reported immediately. Mr. Pratt asked about the procedure involved in the apprehension of the seven boys, whose ages are from seven to eleven years. Action on this will be turned over to Mr. Kasius because of his experience in juvenile delinquency work.

Hospital

Mrs. Cochran asked for volunteers to assist in teaching a bed-ridden Japanese woman to learn to speak English. Mr. Carmichael offered material and text books which might be used. Dr. Noble said that some elementary text books might be available when it is known what kind of material is needed.

Mrs. Cochran also reported on her work with physically handicapped children. They have been receiving necessary treatment in Salt Lake City, and the program is such that it will enable them to adjust themselves to a more normal

life after leaving the Center. The response of the parents to this program has been very good.

The Occupational Therapy program, according to Mrs. Cochran, will soon be under way.

Education

Dr. Bane commented on the recent Poll held in the high school, and mentioned that the students voted: about 475 for Dewey, 178 for Roosevelt, and 20 for Norman Thomas.

There is an evacuee teacher shortage in the elementary school. The kindergarten teacher is asking to be released, the first grade has no teacher and the second grade teacher is to resign on the 11th. This has been discussed with practically every Section head in an effort to find replacements. The Education Committee of the Community Council has been making efforts to find teachers, but so far has had no success. Teachers with a high school education and one year of teaching experience, or with one year of college in educational subjects will be acceptable.

Dr. Noble introduced Miss Louisa Finney, Mr. Seal, and Mrs. Henderson, who reported on the annual Education Conference held in Salt Lake City last week. These reports will be presented to the teaching staff, and copies given to Mr. Sanford for his files.

Discussion of various topics presented in these reports followed. Dr. Noble commented that as a result of visits made to the project by educators there is a more sympathetic understanding of the work of W.R.A. Dr. Noble mentioned that in his talk on Racial Minorities, presented by him at the recent conference, he said that the problem of the Japanese-American is just a drop in the bucket as compared to other racial problems, particularly the Negro. The contribution made now toward the elimination of war will rest largely on how America solves this problem.

The Vocational Training was discussed by Dr. Noble as an example of the streamlining of the educational program, and it is the responsibility of educators to see that this program is kept going in terms of an improved curriculum.

Mr. Sanford

Mr. Sanford remarked that the budget for January, February and March must be prepared six weeks in advance. An office letter will be sent out from Mr. Niesse advising on this.

In regard to the getting of mail Mr. Sanford said that it will be necessary to work out some system whereby fewer numbers of people gather in the Mails and Files office. Also children should be discouraged from going to Mails and Files after getting off the school bus.

Mr. Sanford mentioned the OAT Club and asked what it is. This will be looked up.

Mr. Sanford read a memorandum from Mr. Bell on the disposal of vacant buildings. It will be necessary for the assigning of such buildings to be cleared through Mr Bell's office.

.....

Another meeting of the Community Management Staff will be held on Friday, November 10, at 4:00 p.m. to discuss Administrative Notices and the problems presented at this meeting. Also to discuss the function of meeting the needs of school assemblies.

For the next meeting Mr. Marstella will present Administrative Notice #133 and Notice #171 will be discussed by Dr. Noble.

Miss Gerard will present the new Manual Release relative to C.A.S. Administrative Notice, having to do with checking all Manual and Handbooks to see what sections are missing, concerns all sections.

Mr. Roof will present Administrative Notices #134, Operation of Motor Vehicles, and #147, Safety Measures, at the next meeting.

The next meeting of the Relocation Committee will be held on November 15, at which time Miss Mack will discuss future plans for the family discussion program, and Mr. Pratt the Social Security program as it affects persons relocating.

Present: Mr. Sanford, Dr. Hoffman, Mr. Roof, Dr. Noble, Dr. Bane, Mr. Carmichael, Mr. Pratt, Mrs. Cochran, Miss Thorpe, Mrs. Boen, Miss Finney, Mr. Seal, Mrs. Henderson, Miss Gerard.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

COMMUNITY MANAGEMENT STAFF MEETING

Report #53

Met in Mr. Sanford's Office
November 10, 1944 at 4:00 p.m.

Mr. Sanford Presiding

The minutes were read and corrected.

Community Analysis

1. Dr. O. F. Hoffman reported that the young people prefer to relocate in the East and Middle West rather than in California presumably because their friends have already located in these areas.
2. The community fund that the Council has been pushing had three purposes: to raise funds for the Korematsu and Endo test cases, for defraying the general expenses of Community Council and finally for paying the traveling expenses of Dr. Ochikubo on his recent trip to California.
3. C.A.S. movies are popular. A few leading residents suggest that 35 millimeter films should be shown on Saturday in the auditorium both in the afternoon and in the evening. Such showings would boost community morale.
4. Residents showed considerable interest in the national election.
5. Some residents believe that labor shortage in fields where jobs are undesirable, such as working on pipe lines, could be remedied in a short time if W.R.A. would loosen its purse strings and pay a higher "wage" for doing those jobs.

Internal Security

6. Mr. Robert W. Roof, Chief of Internal Security, discussed the content of Administrative Notice 147, W.R.A. Safety Program, and the Manual Release 134 on Operation of Motor Vehicles. In view of the two rather serious truck accidents in recent weeks, he stressed the need of more careful driving.
7. Miss D. Kiester raised the question of the advisability

of providing a course in driving.

8. Mr. Roof in his report on the case of the seven boys, aged seven to eleven, who stole school supplies, was in a position to say that all the stolen articles had been recovered, and in the presence of the parents, the boys were given warning by the Juvenile Officer of Internal Security and required to report to the elementary school principal each week.

9. Mr. Roof felt, upon investigation, that the movie screen had been unintentionally damaged.

Education

10. Dr. La Grange Noble, Superintendent of Schools, summarized the content of Administrative Notice 171 regarding public relations of Center Personnel. It was pointed out that any outside contacts made by Center Personnel should be cleared through district relocation officers.

11. Mr. Sanford asked Dr. Noble to introduce the subject of the function of and ways of providing for school Assemblies for discussion. Dr. Noble said that unless the assemblies were worthwhile, there would be none. He indicated that the question of use of movies had been raised.

12. Delta High School and Hinckley High School are putting on an assembly program in Topaz on the exchange basis.

13. One assembly is to be turned over to Vocational Education at which time one or two short films illustrating vocational training can be shown, after which an outside speaker could talk on vocational opportunities. It is also Dr. Noble's intention to use the Project Director, The Asst. Project Director of Community Management, and Dr. O. F. Hoffman to discuss problems of interest to that age group.

14. Mr. Tom Bodine of the National Student Relocation Council suggested a relocation skit built around correspondence that has come in from those who have relocated. He also suggested that at another assembly, types of schools might be discussed.

15. Mr. P. Carmichael of Vocational Education suggested we should secure certain valuable studies which have been made on school assemblies and Mr. Sanford asked him to follow through on this matter. Mr. Sanford said that a

more intensive treatment of the subject would be taken up at a subsequent conference.

16. Mr. Carmichael discussed particularly the chart in connection with Administrative Notice 125 which presents information on orientation of adult evacuees through education to fit them into life after they leave the Centers. The chart, Mr. Carmichael thought, was so informational that it should be referred to the sub-sub-committee of which Mr. Campbell is chairman for further study.

17. Mr. Bodine gave a report on his meetings with upper high school groups. Most of them are very anxious to relocate immediately. They want information on trade schools in this part of the country specializing in beauty culture, radio, photography, secretarial work and other fields of interest.

.

18. Mr. Sanford asked for a vote as to the most acceptable time for staff meetings. One thirty Saturday afternoons was the unanimous choice.

Present: Mr. Sanford, Dr. Hoffman, Mr. Roof, Mrs. Cochran, Mr. Noble, Miss Koba, Mr. Carmichael, Mr. Pratt, Mrs. Boen, Miss Thorpe, Mr. Bodine, Miss Brown, from Washington who is visiting Welfare, D. Klester.